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FEDERAL WORKS AGENCY

WORK PROJECTS ADMINISTRATION

Washington, D. C.

MANUAL OF OCCUPATIONAL SPECIFICATIONS

Part I Allocation of Occupations to Wage Classes

Section 1. Purpose of the Manual A standardized list of occupations for use on WPA projects classified according to the wage classes set forth in General Order No. 1 of the Work Projects Administration issued August 15, 1939, are established below. This list does not cover general administrative nor project supervisory personnel not paid in accordance with the schedule of earnings as established by General Order No. 1.

The titles appearing in these lists shall be used on all projects in accordance with the procedure set forth in section 23 of Operating Procedure No. E-9. Requests for authority to use different titles than those set forth in the following list may be made only in accordance with the procedure set forth in section 23 of Operating Procedure No. E-9.

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Section 2. Lists of Occupations Grouped by Monthly Earnings Classes The various occupations are classified by the five classes of work by taking into account the actual degree of skill, experience, and training required, with supplementary consideration of the elements of hazard, trust involved, and disagreeable character of the work. Sections 3 through 7 define and list the types of occupations in each of the five wage classes.

To facilitate the use of this Manual, an alphabetical arrangement of the occupational titles, classified by the wage classes established by the monthly earning schedule is given in section 8.

In some instances, comprehensive occupational titles are listed in this Operating Procedure. Examples of such titles are: "Social Scientist," "Physical Scientist," "Artist," "Musician," "Crane Operator," etc. Where requisitions for workers, prepared on WPA Form 401, specify such occupational titles, additional explanation shall be given to identify the particular branch of work within the occupational title. The following are examples of occupational titles of this type:

Social Scientist (Economist)
Social Scientist (Psychologist)
Physical Scientist (Biologist)
Physical Scientist (Chemist)
Artist (Portrait Painter)
Artist (Commercial Artist)
Artist (Mural Painter)
Musician (Violinist)
Musician (Flutist)
Handicraft Worker (Leather)
Handicraft Worker (Wood)

The information in parenthesis is not to be considered as part of the standard job title but indicates some essential fact or detail with reference to the use of the particular standard job title.

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Section 3. Definition and List of Occupations Under Unskilled "B" Wage Class Unskilled "B" class includes work of a routine or simple nature which requires little or no formal education, previous training, or for which proficiency may be acquired with the minimum of application. Such work does not expose the individual to hazardous tasks or tasks that require heavy physical labor.

ESTABLISHED OCCUPATIONS FOR UNSKILLED "B" CLASS

Book Cleaner
Canner
Charwoman
Elevator Operator
**
Helper (nonconstruction)
Janitor
Laundry Worker
Maid
Messenger
Nursery Helper
Nursery School Attendant
Packer
**
Seamstress
Trainee
Usher
**

Section 4. Definition of the List of Occupations Under Unskilled "A" Wage Class Unskilled "A" class includes the type of work normally done by construction and general laborers. It requires physical fitness and may involve the use of simple hand tools and equipment. Workers in this group may often be assigned to assist skilled laborers when the work involved is not sufficiently difficult to require using a helper. This classification also includes clerical and office work of a routine character for which little experience and training is necessary.

ESTABLISHED OCCUPATIONS FOR UNSKILLED "A" CLASS

**

Assembler
Cloth Cutter (Hand)
Deck Hand
Exterminator
Forester's Aide
Garment Presser (Hand Iron)
Housekeeping Aide
Junior Book Repairer
Junior Clerk
Junior Library Clerk
Junior Typist
Laborer
Recreation Attendant
Seamstress (Domestic Electric or Factory Type Power Machine)
Teamster
Watchman
Woodcutter

Section 5. Definition and List of Occupations under Intermediate Wage Class The intermediate class calls for a limited degree of skill and experience sufficient to enable the individual to proceed efficiently with his duties after a short breaking-in period. In the most generally used sense, the term applies to certain occupations requiring an average amount of skill but no long period of apprenticeship or training. This classification includes helpers to the skilled and professional and technical employees, persons performing work of a simple routine nature under hazardous conditions, operators of power-driven tools or equipment on repetitive operations, and the operators of most office machines.

Helpers to the skilled occupations may perform certain phases of the skilled work under immediate supervision. Operators of power-driven tools, machines or equipment may be required to make minor or exterior repairs to their equipment. Workers assigned to intermediate classifications frequently supervise and direct the work of unskilled workers.

Intermediate non-manual work may call for a minimum educational requirement and some previous specific training or experience.

ESTABLISHED OCCUPATIONS FOR INTERMEDIATE CLASS

Accounting Clerk
Acetylene Cutter
Air Compressor Operator
Archaeological Excavator
Artist's Model
Asbestos Worker's Helper

**
Asphalt Worker
**
Assistant Teacher (Adult Education)
Assistant Teacher (Household Worker's Training)
Assistant Teacher (Nursery School Education)
Attendant (Health Service)
Automotive Mechanic's Helper
Baker
Barber
Beautician
Blacksmith's Helper
Boilermaker's Helper
**
Braille Transcriber
Bulldozer Operator (Under 45 h.p.)
Butcher
Carpenter's Helper
Cement Finisher's Helper
Cement Gun Operator
Cloth Marker
Concrete Finishing Machine Operator
Concrete Mixer Operator (Under 5 bags)
Cook
Core Drill Operator
Crusher Operator (Under 400 tons)

ESTABLISHED OCCUPATIONS FOR INTERMEDIATE CLASS (Continued)

Curb Setter
Dinkey Brakeman
Dinkey Operator
Ditching Machine Operator
Driver
Electrician's Helper
Field Worker (Housekeeping Aide Projects)
Fireman
Foreman (Grade C)
Form Setter
Gardener
Garment Inspector
Garment Presser (Machine)
Grader Operator
Handicraft Worker
Head Usher
Hod Carrier
Jackhammer Operator
Jet Man
Junior Engineering Recorder
Junior Recreation Leader
Junior Timekeeper
Kettle Man
Laborer (Tunnel and Trench)
Machinist's Helper
Marble-Setter's Helper
Mortar Maker
Motorboat Operator
Office Machine Operator
Oiler
Paver
Pipe Layer
Plumber's Helper
Powder Monkey
Pump Operator
Research Checker
Research Field Worker
Rig Drill Operator
Riprapper
Rodman-Chainman
Roofer's Helper
Sample Garment Maker
Sawyer
Scout
Seamstress (High Speed Single Needle or Special Type Power Machine)
Senior Book Repairer
Senior Clerk
Senior Library Clerk
Senior Typist
Sewing Machine Repairman
Sheet-metal Worker's Helper
Shoe Repairer

(Revised December 16, 1940)

ESTABLISHED OCCUPATIONS FOR INTERMEDIATE CLASS (Continued)

Shorer (Trench and tunnel)
Steam Fitter's Helper
Stenographer
Stock Clerk
Stone Dresser
Stonemason's Helper
Telephone Operator
Terrazzo-Layer's Helper
Tile-Setter's Helper
Timberman
Tool Repairman
Tracer
Tractor Operator (Under 45 h.p.)
Trapper
Tree Trimmer
Wrecker

Section 6. Definition and List of Occupations Under Skilled Wage Class The skilled class requires considerable training and experience and involves a minimum of supervision in performance. It includes that work normally performed by journeyman mechanics who have served a standard apprenticeship and who can perform all of the more important operations of their trade. Such workers may direct the activities of helpers or unskilled workers. Work of non-professional character for which employees are required to be licensed by municipal or state authority is usually considered skilled work, as well as work for which employees are directly responsible and which is subject to inspection by authorized building and construction inspectors.

Work in the subprofessional categories requiring a considerable amount of education, training or special talent is often included in skilled work.

Skilled work may require considerable training or experience in addition to certain formal education requirements. It may involve supervision of unskilled and/or intermediate workers.

ESTABLISHED OCCUPATIONS FOR SKILLED CLASS

Abstractor
Artist (Grade 2)
Asbestos Worker
Assistant Stage Manager
Assistant Teacher (Adult Education)
Assistant Teacher (Nursery School Education)
Automotive Mechanic
Bituminous-Distributor Operator
Blacksmith
Blaster
Boilermaker
Braille Proofreader
Bratticeman
Bricklayer
Bulldozer Operator (45 h.p. and over)
Cabinet Maker
Carpenter
Carryall Operator
Cement Finisher
Clerk (Supervising)
Cloth Cutter (Power Machines)
Concrete Mixer Operator (5 bags and over)
Copy Reader
Cost and Material Clerk
Costumer
Crane Operator
Crusher Operator (400 tons and over)
Designer (Garment)
Diver
Dock Builder
Draftsman
Dredge Operator
Electrician

(Revised December 16, 1940)

ESTABLISHED OCCUPATIONS FOR SKILLED CLASS (Continued)

Elevating Grader Operator
Engineering Recorder
Equipment Inspector
Floor Sander
Foreman, Grade B
Glazier
Graduate Nurse
Hoisting Engineer
Instrument Man
Junior Accountant
Junior Physical Scientist
Junior Social Scientist
Laboratory Assistant
Lather
Library Assistant
Lightkeeper
Lineman
Linoleum Layer
Machinist
Marble Setter
Material Inspector
Motion Picture Operator
Motor Patrol Operator
Music Copyist
Musician
Music Librarian
Music Teacher
Painter
Paper Hanger
Pattern Maker (Garment)
Paving-Machine Operator
Photographer
Piano Tuner
Pile-Driver Operator
Plasterer
Plumber
Power-Shovel Operator
**
Recreation Leader
Reinforcing-Steel Worker
Reporter
Research Assistant
Rigger
Roller Operator
Roofer, Composition
Roofer, Slate or Tile
Sandblaster
Secretary
Sewing-Machine Repairman (Factory-type)
Sheet-metal Worker
Sign Writer
Skiploader Operator
Stage Technician

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ESTABLISHED OCCUPATIONS FOR SKILLED CLASS (Continued)

Steam Fitter
Steeple Jack
Steward
Stonecutter
Stonemason
Storekeeper
Structural Iron Worker
Taxidermist
Teacher (Adult Education)
Teacher (Nursery School Education)
Terrazzo Layer
Tile Setter
Timekeeper
Tower Builder (Triangulation)
Tractor Operator (45 h.p. and over)
Tree Surgeon
Truck Driver ($3\frac{1}{2}$ tons and over)
Upholsterer
Waterproofer
Welder (Electric)
Welder (Acetylene)
Well Driller

(Revised December 16, 1940)

Section 7. Definition and List of Occupations Under Professional and Technical Wage Class The professional and technical classification includes professional, scientific and technical types of employment as well as work of a recognized professional grade in the established fields of art, music, or literature. A license is often required to perform work of this nature.

Such work requires recognized professional or technical training in a specialized field of employment. In many cases college education with postgraduate work or professional schooling is necessary.

This classification also includes supervisory positions in certain instances.

ESTABLISHED OCCUPATIONS FOR PROFESSIONAL AND TECHNICAL CLASS

Accountant **
Advance Agent
Archaeologist
Architect
Architect, Landscape
Artist (Grade 1)
Box Office Manager
Chief of Party
Dentist
Draftsman (Supervising)
Editor
Engineer
Foreman, Grade A
Geodetic Computor
House Manager
Lawyer
Librarian
Music Arranger
Music Director
Nutritionist
Pharmacist
Physical Scientist
Physician
Puppeteer
Registered Nurse
Research Editor
Senior Music Copyist
Senior Musician
Senior Music Librarian
Senior Music Teacher
Senior Recreation Leader or Recreation Director
Senior State Technician
Senior Timekeeper
Social Scientist
Stage Director
Stage Manager

ESTABLISHED OCCUPATIONS FOR PROFESSIONAL AND TECHNICAL CLASS (Continued

Teacher (Adult Education)
Teacher (Household Workers Training)
Teacher (Nursery School Education)
Translator
Writer

Section 8. Alphabetical Arrangement of Occupations Classified by Monthly Earnings Schedule

Occupation	Monthly Earning Class
Abstracter	Skilled
Accounting Clerk	Intermediate
Accountant	Prof. and Tech.
Acetylene Cutter	Intermediate
Advance Agent	Prof. and Tech.
Air Compressor Operator	Intermediate
Archaeological Excavator	Intermediate
Archaeologist	Prof. and Tech.
Architect	Prof. and Tech.
Architect, Landscape	Prof. and Tech.
Artist (Grade 1)	Prof. and Tech.
Artist (Grade 2)	Skilled
Artist's Model	Intermediate
Asbestos Worker	Skilled
Asbestos Worker's Helper	Intermediate
Asphalt Worker	Intermediate
Assembler	Unskilled "A"
Assistant Stage Manager	Skilled
Assistant Teacher (Adult Education)	Intermediate
Assistant Teacher (Adult Education)	Skilled
Assistant Teacher (Household Workers' Training)	Intermediate
Assistant Teacher (Nursery School Educ.)	Intermediate
Assistant Teacher (Nursery School Educ.)	Skilled
Attendant (Health Service)	Intermediate
Automotive Mechanic	Skilled
Automotive Mechanic's Helper	Intermediate
Baker	Intermediate
Barber	Intermediate
Beautician	Intermediate
Bituminous-Distributor Operator	Skilled
Blacksmith	Skilled
Blacksmith's Helper	Intermediate
Blaster	Skilled
Boilermaker	Skilled
Boilermaker's Helper	Intermediate
Book Cleaner	Unskilled "B"
Box Office Manager	Prof. and Tech.
Braille Proofreader	Skilled
Braille Transcriber	Intermediate
Bratticeman	Skilled
Bricklayer	Skilled
Bulldozer Operator (under 45 h.p.)	Intermediate
Bulldozer Operator (45 h.p. and Over)	Skilled
Butcher	Intermediate
Cabinet Maker	Skilled
Canner	Unskilled "B"
Carpenter	Skilled
Carpenter's Helper	Intermediate

Occupation	Monthly Earning Class
*Carryall Scraper Operator	Skilled*
Cement Finisher	Skilled
Cement Finisher's Helper	Intermediate
Cement Gun Operator	Intermediate
Charwoman	Unskilled "B"
Chief of Party	Prof. and Tech.
Clerk (Supervising)	Skilled
Cloth Cutter (Hand)	Unskilled "A"
Cloth Cutter (Power Machine)	Skilled
Cloth Marker	Intermediate
Concrete Finishing Machine Operator	Intermediate
Concrete Mixer Operator (under 5 bags)	Intermediate
Concrete Mixer Operator (5 bags and over)	Skilled
Cook	Intermediate
Copy Reader	Skilled
Core Drill Operator	Intermediate
Cost and Material Clerk	Skilled
Costumer	Skilled
Crane Operator	Skilled
Crusher Operator (under 400 tons)	Intermediate
Crusher Operator (400 tons and over)	Skilled
Curb Setter	Intermediate
Dock Hand	Unskilled "A"
Dentist	Prof. and Tech.
Designer (Garment)	Skilled
Dinkey Brakeman	Intermediate
Dinkey Operator	Intermediate
Ditching Machine Operator	Intermediate
Diver	Skilled
Dock Builder	Skilled
Draftsman	Skilled
Draftsman (Supervising)	Prof. and Tech.
Dredge Operator	Skilled
Driver	Intermediate
Editor	Prof. and Tech.
Electrician	Skilled
Electrician's Helper	Intermediate
Elevating Grader Operator	Skilled
Elevator Operator	Unskilled "B"
Engineer	Prof. and Tech.
Engineering Recorder	Skilled
Equipment Inspector	Skilled
Exterminator	Unskilled "A"
Field Worker (Housekeeping Aide Projects)	Intermediate
Fireman	Intermediate
Floor Sander	Skilled
Foreman, Grade A	Prof. and Tech.
Foreman, Grade B	Skilled

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Occupation	Monthly Earning Class
Foreman, Grade C	Intermediate
Forester's Aide	Unskilled "A"
Form Setter	Intermediate
Gardener	Intermediate
*Garment Inspector	Intermediate *
*Garment Presser (Hand Iron)	Unskilled "A" *
*Garment Presser (Machine)	Intermediate *
Geodetic Computer	Prof. and Tech.
Glazier	Skilled
Grader Operator	Intermediate
Graduate Nurse	Skilled
Handicraft Worker	Intermediate
Head Usher	Intermediate
Helper (Nonconstruction)	Unskilled "B"
Hod Carrier	Intermediate
Hoisting Engineer	Skilled
Housekeeping Aide	Unskilled "A" *
House Manager	Prof. and Tech.
Instrument Man	Skilled
Jackhammer Operator	Intermediate
Janitor	Unskilled "B"
Jet Man	Intermediate
Junior Accountant	Skilled*
Junior Book Repairer	Unskilled "A"
Junior Clerk	Unskilled "A"
*Junior Engineering Recorder	Intermediate
Junior Library Clerk	Unskilled "A"
Junior Physical Scientist	Skilled
Junior Recreation Leader	Intermediate
Junior Social Scientist	Skilled
Junior Timekeeper	Intermediate
Junior Typist	Unskilled "A"
Kettle Man	Intermediate
Laboratory Assistant	Skilled
Laborer	Unskilled "A"
*Laborer (Tunnel and Trench)	Intermediate *
Lather	Skilled
Laundry Worker	Unskilled "B"
Lawyer	Prof. and Tech.
Librarian	Prof. and Tech.
Library *Assistant*	Skilled
Lightkeeper	Skilled
Lineman	Skilled
Linoleum Layer	Skilled
Machinist	Skilled
Machinist's Helper	Intermediate
Maid	Unskilled "B"
Marble Setter	Skilled
Marble-Setter's Helper	Intermediate
Material Inspector	Skilled
Messenger	Unskilled "B"
Mortar Maker	Intermediate
Motion Picture Operator	Skilled
Motorboat Operator	Intermediate
Motor Patrol Operator (Revised May 20,1940)	Skilled

Occupation	Monthly Earning Class
Music Arranger	Prof. and Tech.
Music Copyist	Skilled
Music Director	Prof. and Tech.
Music Librarian	Skilled
Music Teacher	Skilled
Musician	Skilled
Nursery Helper	Unskilled "B"
Nursery School Attendant	Unskilled "B"
Nutritionist	Prof. and Tech.
Office Machine Operator	Intermediate
Oiler	Intermediate
Packer	Unskilled "B"
Painter	Skilled
Paper Hanger	Skilled
Pattern Maker (Garment)	Skilled
Paver	Intermediate
Paving-Machine Operator	Skilled
Pharmacist	Prof. and Tech.
Photographer	Skilled
Physicial Scientist	Prof. and Tech.
Physician	Prof. and Tech.
Piano Tuner	Skilled
Pile-Driver Operator	Skilled
Pipe Layer	Intermediate
Plasterer	Skilled
Plumber	Skilled
Plumber's Helper	Intermediate
Powder Monkey	Intermediate
Power-Shovel Operator	Skilled
**	
Pump Operator	Intermediate
Puppeteer	Prof. and Tech.
Recreation Attendant	Unskilled "A"
Recreation Leader	Skilled
Registered Nurse	Prof. and Tech.
Reinforcing-Steel Worker	Skilled
Reporter	Skilled
Research Assistant	Skilled
Research Checker	Intermediate
Research Editor	Prof. and Tech.
Research Field Worker	Intermcdiate
Rig Drill Operator	Intermediate
Rigger	Skilled
Riprapper	Intermediate
Rodman-Chainman	Intermediate
Roller Operator	Skilled
Roofer, Composition	Skilled
Roofer's Helper	Intermediate
Roofer, Slate or Tile	Skilled
Sample Garment Maker	Intermediate
Sandblaster	Skilled

Occupation	Monthly Earning Class
Sawyer	Intermediate
*Scout	Intermediate*
Seamstress	Unskilled "B"
Seamstress (Domestic Electric or Factory Type Power Machine)	Unskilled "A"
Seamstress (High Speed Single Needle or Special Type Power Machine)	Intermediate
Secretary	Skilled
Senior Book Repairer	Intermediate
Senior Clerk	Intermediate
Senior Library Clerk	Intermediate
Senior Music Copyist	Prof. and Tech.
Senior Musician	Prof. and Tech.
Senior Music Librarian	Prof. and Tech.
Senior Music Teacher	Prof. and Tech.
Senior Recreation Leader or Recreation Director	Prof. and Tech.
Senior Stage Technician	Prof. and Tech.
Senior Timekeeper	Prof. and Tech.
Senior Typist	Intermediate
Sewing-Machine Repairman	Intermediate
Sewing-Machine Repairman (Factory-Type)	Skilled
Sheet-Metal Worker	Skilled
Sheet-Metal Workers' Helper	Intermediate
Shoe Repairer	Intermediate
Shorer (Trench and Tunnel)	Intermediate
Sign Writer	Skilled
*Skiploader Operator	Skilled*
Social Scientist	Prof. and Tech.
Stage Director	Prof. and Tech.
Stage Manager	Prof. and Tech.
Stage Technician	Skilled
Steam Fitter	Skilled
Steam Fitter's Helper	Intermediate
Steeple Jack	Skilled
Stenographer	Intermediate
Steward	Skilled
Stock Clerk	Intermediate
Stonecutter	Skilled
Stone Dresser	Intermediate
Stonemason	Skilled
Stonemason's Helper	Intermediate
*Storekeeper	Skilled*
Structural-Iron Worker	Skilled
Taxidermist	Skilled
Teacher (Adult Education)	Skilled
Teacher (Adult Education)	Prof. and Tech.
Teacher (Household Worker's Training)	Prof. and Tech.
Teacher (Nursery School Educ.)	Skilled
Teacher (Nursery School Educ.)	Prof. and Tech.
Teamster	Unskilled "A"
Telephone Operator	Intermediate

Occupation	Monthly Earning Class
Terrazzo Layer	Skilled
Terrazzo-Layer's Helper	Intermediate
Tile Setter	Skilled
Tile-Setter's Helper	Intermediate
Timberman	Intermediate
Timekeeper	Skilled
Tool Repairman	Intermediate
Tower Builder (Triangulation)	Skilled
Tracer	Intermediate
Tractor Operator (45 h.p. and over)	Skilled
Tractor Operator (under 45 h.p.)	Intermediate
Trainee	Unskilled "B"
Translator	Prof. and Tech.
*Trapper	Intermediate*
Tree Surgeon	Skilled
*Tree Trimmer	Intermediate
Truck Driver (3½ Tons and over)	Skilled
Upholsterer	Skilled
Usher	Unskilled "B"
Watchman	Unskilled "A"
Waterproofer	Skilled
Welder (Electric)	Skilled
Welder (Acetylene)	Skilled
Well Driller	Skilled
Woodcutter	Unskilled "A"
Wrecker	Intermediate
Writer	Prof. and Tech.

Part II Occupational Specification Sheets

Section 9. Occupational Specification Sheets Each occupational specification sheet attached to this Operating Procedure covers a particular job or function found on projects of the Work Projects Administration, and contains a description of the job, typical tasks to be performed, and the qualifications expected.

Certain terms used in the occupational specification sheets are defined and explained in the items which follow:

1. Job Description This is a general description and definition of the work to be performed and not of the individual who may be assigned.

2. Typical Tasks These are examples of work which may sometimes be performed on the job. These tasks are by no means inclusive of all the tasks performed on the job, nor need they always be part of any particular job.

3. Qualifications These represent the major qualities expected in the individual who may be assigned to work of the type in question. While frequently only work experience or education is mentioned in the qualifications, the assignment officer should take other factors into account, such as:

   (a) Physical condition

   (b) Agility, manual dexterity, mechanical aptitude

   (c) Ability to follow instructions, willingness, cooperating qualities

   All of these factors play an important part in careful personnel assignment.

   A person already engaged in a particular occupation may be doing satisfactory work even though he lacks the formal qualifications set forth in the occupational sheet for that job. It is not intended that this Operating Procedure in suggesting formal qualification standards, should be used to disqualify individuals already performing satisfactory work.

4. Supervision Four degrees of supervision are to be distinguished as follows:

   (a) Under immediate supervision Implies that work is performed under the continuous and close supervision of

an immediate superior, and applies primarily to unskilled workers or to helpers.

(b) Under supervision Implies that planning and laying out of working details is performed by a superior, but that the work is not under constant supervision or direction. A person under supervision may, in turn, supervise the work of subordinates.

(c) Under general supervision Implies that a general description of work to be performed will be given to the worker but that he shall be responsible for working details, and may be responsible for some supervision of subordinates. A worker in this group has more freedom of action and latitude for independent planning.

(d) Upon assignment Implies that the worker shall be directly responsible for all work performed and for the results obtained. This may include supervision of subordinates.

5. And to Perform Related Work Indicates that a worker may be assigned tasks not covered by the job description or not listed under typical tasks, but which may be of similar nature or may be necessary in the performance of regular tasks, or that he may use his own initiative in performing work incidental to the ordinary requirements of the job.

6. Training Equivalent to Graduation This implies training or definite experience in the given field which would provide the same background as could be obtained by school work which has been satisfactorily completed and for which a diploma or certificate may be necessary. The inclusion of educational requirements shall not act to eliminate persons who with many years of experience in business or industry have gained knowledge or skill in a given occupation sufficient to enable them to perform work to a degree of efficiency normally expected of graduates of educational institutions. Due consideration shall be given to experience gained on WPA projects. The acceptability of work experience as qualification for particular jobs shall be determined by the Division of Employment in cooperation with the operating divisions.

7. Completion of Apprenticeship or its Equivalent This means that there must be satisfactory evidence to indicate that the worker has had the training usually required for apprentices in a particular trade, or has through some other means acquired work experience sufficient to enable him to perform the tasks of the trade.

8. Verifiable Evidence Such evidence may be a union card in the trade, letters from previous employers, diplomas, certificates, etc.

9. Sufficient Experience to Demonstrate Ability to Perform Work Assigned This term is used largely in connection with the qualifications of workers in the intermediate wage class, and in some instances in the skilled class. Determination of whether an individual's work record indicates that he is qualified to perform the work assigned is primarily a matter of judgment on the part of the assignment officer. In questionable cases the assignment officer shall consult with the operating division, with respect to the qualifications of individuals. Consideration shall be given to whether experience in a given field has been of a recent date and of reasonable continuity where such factors are of significance.

10. Good Physical Condition This means that the worker shall be in average general health without any physical or organic handicaps which would impair his value on the job. If the requirements of the job are such that a given physical handicap does not affect proper fulfillment of duties, the handicap shall not affect the person's employment.

11. License, if Required Licenses are required for jobs such as doctors, nurses, teachers, etc. People assigned to these jobs on WPA shall possess the necessary license.

12. Supervising This term is usually placed in parentheses following a job title. It is used to indicate a difference between that job and a similar job in a lower wage classification, viz: DRAFTSMAN (supervising) in the professional and technical wage class, and DRAFTSMAN in the skilled non-manual wage class. The main difference between the two jobs lies in the additional responsiblities which the DRAFTSMAN (supervising) has since he supervises DRAFTSMEN in the skilled wage classification. Typical tasks for the higher classification are often the same as those for the lower, but usually include some more difficult work not performed in the lower classification.

ABSTRACTOR

Skilled

Job Description

Under general supervision, to summarize or abstract pertinent legal or insurance details, sections of statute, or case law from reference work and public records for the purpose of examination, proof, or ready reference and to perform related work.

Typical Tasks

1. Examining documents and records of any description; and determining and abstracting such sections which may be pertinent to the subject under study.

2. Analyzing and summarizing written material.

3. Classifying and alphabetizing collected data of an involved type.

4. Preparing summarized reports.

Qualifications

Education: Training equivalent to graduation from high school.

Experience: Not less than two years experience in insurance, library or legal work. In lieu of experience work in a recognized law school shall be acceptable substitute.

Ability: Ability to summarize and condense documents. Good command of English.

Personal Traits: Accuracy.

ACCOUNTING CLERK

Intermediate

Job Description

Under general supervision, to keep a systematic record of business transactions in a set of books or to do simple routine accounting work using bookcard or looseleaf system involved in keeping simple or cost accounts, and to perform related work.

Typical Tasks

1. Keeping simple rountine accounts or office records in a set of books.
2. Making trial balances.
3. Operating bookkeeping, or other office machines involved in keeping accounts.
4. Checking invoices or bills.
5. Keeping records of labor, transportation, material and equipment costs.
6. Assisting an accountant or auditor.
7. Analyzing vouchers.
8. Making simple reports and analyses of state of business according to records.

Qualifications

Education: Training equivalent to graduation from high school with major courses in bookkeeping, or one year of a clerical or business school of recognized standing.

Experience: Sufficient experience in routine bookkeeping and cost accounting work to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of single and double entry bookkeeping and of general accounting principles and office procedures.

Ability: Ability to write neatly and legibly.

NOTE: See SENIOR CLERK

(Revised May 20, 1940)

ACCOUNTANT

Prof. & Tech.

Job Description

Upon assignment, to supervise a small group of accountants or clerks in skilled or intermediate classes; to do more difficult and responsible accounting work; and to perform related tasks.

Typical Tasks

1. Assigning, reviewing, supervising, a group of accountants in skilled classification and clerical assistants.
2. Installing systems of accounts.
3. Laying out working plans and methods.
4. Revising and editing accounting work.
5. Doing accounting work requiring knowledge of special laws, methods and practices.
6. Examining account books and records.
7. Advising on accounting problems.

Qualifications

Education: Graduation from an accounting school of recognized standing.

Experience: Not less than four years' experience as an accountant in a mercantile establishment, bank, public office, etc.

ACETYLENE CUTTER

Intermediate

Job Description

Under general supervision, to cut metal with an oxyacetylene torch and perform related work.

Typical Tasks

1. Using oxyacetylene torch in cutting up scrap metal or in demolition operations.

2. Burning out defective rivets; cutting openings in metal tanks and structures.

3. Cleaning equipment.

4. Setting up scaffolds or work platforms.

Qualifications

Experience: Sufficient experience in the use of an acetylene torch to demonstrate ability to perform work assigned. License if required.

Personal Traits: Good physical condition.

ADVANCE AGENT

Prof. & Tech.

Job Description

Upon assignment, to precede a music unit, inspect new locations, make the necessary business arrangements and perform related work.

Typical Tasks

1. Inspecting prospective performance places and reporting on their conditions with reference to seating capacity, equipment, size of stage, etc.

2. Initiating and/or completing the necessary business arrangements.

3. Arranging for the distribution of promotion matter.

Qualifications

Sufficient experience as an Advance Agent to demonstrate ability to perform work assigned. A minimum of forty weeks bona fide professional experience, attested to by documentary evidence such as press clippings, contracts, programs, etc., is required.

AIR COMPRESSOR OPERATOR

Intermediate

Job Description

Under immediate supervision, to operate a power-driven portable type air compressor and to perform related work.

Typical Task

1. Locating, leveling and bracing machine.
2. Operating machine to furnish compressed air to riveters, jack-hammer operators, drillers or for the testing of pipe lines.
3. Assisting in connecting lines from compressor to tools.
4. Making minor adjustments and repairs.

Qualifications

Sufficient experience in the operation of gasoline engines to demonstrate ability to perform work assigned.

ARCHAEOLOGICAL EXCAVATOR

Intermediate

Job Description

Under immediate supervision, to do manual labor in connection with excavating and archaeological monuments or remains and to perform related work.

Typical Tasks

1. Making minor excavations in search of artifacts.
2. Recognizing artifacts.
3. Cleaning recovered artifacts.
4. Assisting in packing finds.

Qualifications

Experience: Sufficient experience in the use of common laborer's hand tools to demonstrate ability to perform work assigned.

Ability to recognize archaeological specimens

Personal Traits: Carefulness.

ARCHAEOLOGIST

Prof. & Tech.

Job Description

Upon assignment, to perform responsible work involved in the study of history through ancient monuments and remains and to perform related work.

Typical Tasks

1. Formulating, developing and carrying out plans and policies for unusually difficult and important specialized research work in archaeology.

2. Directing field explorations and excavations.

3. Determining the genuineness, type, age, source material and other archaeological data pertaining to specimens received for examination and report.

4. Performing various phases of museum work from reception of material to its exhibition or storage.

5. Preparing scientific reports, bulletins, maps and other publications on the results of the explorations, excavations and research.

Qualifications

Education: Training equivalent to graduation from college or university of recognized standing with major work in archaeology or history.

Experience: Experience in a responsible position in connection with archaeological work is desirable.

In lieu of the above there may be substituted for each year of experience one year of post graduate study or research in archaeology or related fields.

ARCHITECT

Prof. & Tech.

Job Description

Upon assignment, to perform responsible professional work in the forming and developing of plans and designs of buildings or in architectural research, and to perform related work.

Typical Tasks

1. Preparing architectural designs, working drawings and details of buildings or structures in accordance with Fire Underwriters' Rules and Regulations.

2. Conferring with others regarding the architectural features of proposed projects.

3. Gathering, analyzing, interpreting, and applying scientific and practical data pertaining to architectural projects.

4. Making recommendations as to the selection of building materials as affected by their suitability and cost.

5. Inspecting construction plans and jobs.

Qualifications

Education: Training equivalent to graduation in architecture from a college or university of recognized standing.

Experience: At least three years of experience in architectural work.

In lieu of the above, one year of post-graduate study in architecture or in related field may be substituted for each year of experience up to two years of the required experience.

License if required.

ARCHITECT, LANDSCAPE

Prof. & Tech.

Job Description

Upon assignment, to design landscape layouts in order to produce aesthetic effects in harmony with the purpose for which the tract so treated will be used, and to perform related work.

Typical Tasks

1. Performing responsible professional work in the investigation or development of landscape projects.

2. Designing and inspecting the construction of landscape projects.

3. Carrying on scientific research of economic importance involving the principles and practices of landscape architecture.

4. Furnishing critical advice or preparing reports on the best methods of developing or utilizing the natural resources of a given tract.

Qualifications

Education: Training equivalent to graduation in landscape architecture from a college or university of recognized standing.

Experience: Not less than three years experience in landscape architecture which would demonstrate ability to perform work assigned.

In lieu of the above, one year of post-graduate study may be substituted for each year of experience up to two years of the required experience.

ARTIST (Grade 1)

Prof. & Tech.

Job Description

Upon assignment, to teach, create, design, and/or produce works in the graphic, plastic, visual or creative arts, and perform related work.

Typical Tasks

1. Teaching in the fields of applied or fine arts.

2. Supervising the production of creative work in the fields of applied or fine arts.

3. Producing creative work of a recognized professional standard in the fields of applied or fine arts.

Qualifications

Education: Training equivalent to course of study in a professional art school of recognized standing or extended study under qualified professional artists.

Experience: At least four years professional and/or commercial experience as a professional artist, demonstrating ability and aptitude for the creation of work of acceptable quality.

Knowledge: General liberal educational background with adequate knowledge of history of art and professional technical processes involved in the creation of works of art.

Ability: To work upon assignment.

Personal Traits: Originality, artistic ability.

ARTIST (Grade 2)

Skilled

Job Description

Under general supervision, to assist a professional artist, or execute work in the fields of graphic, plastic, visual or creative arts, and to perform related work.

Typical Tasks

1. Teaching or assisting in teaching students in the applied and fine arts.

2. Executing work in the applied and fine arts from preliminary designs, sketches, drawings or models, or assisting in the execution of such works furnished by others.

Qualifications

Education: Training equivalent to a period of study in a recognized art school or equivalent study under qualified professional artist; or recognized apprenticeship in trades or skills, contributing to the production or work in the field of art.

Experience: At least two years professional and/or commercial experience in a specialized field of art, demonstrating ability, aptitude, resourcefulness, and skill in the use of the tools, materials and processes of the work.

Knowledge: Working knowledge of the tools, materials and practices used in the production of work in his specialized field.

Ability: To work from oral or written instructions, utilizing personal skills and abilities in the execution of the required work under professional direction.

Personal Traits: Neatness, carefulness, intelligence, artistic ability, and ability to follow directions under professional guidance.

ARTIST'S MODEL

Intermediate

Job Description

Under general supervision to work as artist's model and to pose for either individual artist or art classes.

Typical Tasks

1. Posting for artists who are working on murals, easel paintings, graphic art, sculpture and woodcarving, etc.

2. Posing for art classes.

Qualifications

Experience: Sufficient experience posing to demonstrate ability to perform work assigned. Person so assigned should be a model by vocation.

Ability: Must be able to hold poses for twenty minutes with five minute rest periods.

ASBESTOS WORKER

Skilled

Job Description

Under general supervision, to apply and finish asbestos block, sheet or plaster insulation, and to perform related work.

Typical Tasks

1. Cleaning and preparing surface of object to be insulated.

2. Applying asbestos in form of plastic sheets or blocks or other pre-fabricated mineral insulating material.

3. Stitching canvas jacket over asbestos.

4. Painting or whitewashing surfaces installed.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

ASBESTOS WORKER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist an asbestos worker, to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Assisting asbestos workers as directed.
2. Painting insulation installed by asbestos workers.
3. Fastening premolded sections of insulation.
4. Aiding in scaffold erecting.
5. Directing hose that forces insulation material into internal compartments of walls, floor, ceilings, etc.

Qualifications

Sufficient experience working with asbestos or at similar work to demonstrate ability to perform work assigned.

ASPHALT RAKER

Intermediate

Job Description

Under supervision, to distribute and level asphalt road surfacing material with a hand rake, and to perform related work.

Typical Tasks

1. Assisting in unloading asphaltic material.
2. Distributing and bringing material to grade with a hand rake.
3. Directing shovelers in placing material to fill low spots.

Qualifications

Sufficient experience in the finishing of asphaltic materials to demonstrate ability to perform work assigned.

NOTE: On small projects this job may be combined with that of an ASPHALT TAMPER.

ASPHALT TAMPER

Intermediate

Job Description

Under supervision, to hand-tamp asphalt surfacing material with an iron tamper in order to compact the material, and produce a smooth firm road surface in places inaccessible to the road-roller, and to perform related work.

Typical Tasks

1. Tamping asphaltic material by hand.

2. Smoothing tamped asphalt.

Qualifications

Sufficient experience in the finishing of asphaltic materials to demonstrate ability to perform work assigned.

NOTE: On small projects this job may be combined with that of ASPHALT RAKER.

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ASPHALT WORKER

Intermediate

Job Description

Under supervision to use a hand tamp and rake in distributing, leveling and tamping asphalt surfacing material and to perform related work.

Typical Tasks

1. Assisting in unloading asphalt material.
2. Distributing and bringing material to grade with a hand rake.
3. Directing shovelers in placing material to fill low spots.
4. Tamping asphalt material with a hand tamp.
5. Smoothing tamped asphalt.
6. Spreading mineral aggregates, handling and pouring hot asphalt in crevices of granite block paving.

Qualifications

Sufficient experience in the handling of hot asphaltic materials to demonstrate ability to perform work assigned.

(May 20, 1940)

ASSEMBLER

Unskilled "A"

Job Description

Under supervision, to sort and to assemble accurately the component parts of cut garments into bundles for distribution to machine operators.

Typical Tasks

1. Sorting each component part by dozens.
2. Assembling all component parts, by dozens, into one bundle comprising 12 entire garments.
3. Tagging bundles.
4. Detecting flaws in the fabric which have escaped the attention of the cloth layer.
5. Detecting errors or omissions in cutting, such as notchings of collars, which will delay production.
6. Matching colors and designs and fabrics in the process of sorting and assembling.

Qualifications

Experience: Sufficient experience in garment production to demonstrate ability to perform the work assigned.

Knowledge: Knowledge of garment construction and fabrication, cutting room technique, and specific instructions issued by the pattern service for the fabrication of the particular garment being assembled.

ASSISTANT STAGE MANAGER

Skilled

Job Description

Under supervision, to work in the backstage operations of an opera company and to assist in arranging and coordinating mechanical, technical and performing activities of such company during a performance, and to perform related work.

Typical Tasks

1. Assisting with the backstage personnel of an opera company.
2. Assisting in the mechanical details of production.
3. Assisting as coordinator between performers and technicians.
4. Assisting in maintaining order backstage.
5. Assisting in keeping time records of performances.

Qualifications

Experience: Sufficient experience in stage management or related fields to perform work assigned. Minimum of forty weeks bona fide professional experience attested to by documentary evidence such as press clippings, contracts, programs, etc., is required.

Some experience with semi-professional groups under professional leadership would count in weighing experience.

Knowledge: Of standard opera production terms, practices, equipment and activities.

ASSISTANT TEACHER (Adult Education)

Skilled

Job Description

Under general supervision, to assist teachers in organizing and conducting classes and/or other educational activities for adults in the fields designated as eligible for inclusion in the WPA Education Program; or to perform the duties of TEACHER (Adult Education) during a period of probationary assignment.

Typical Tasks

1. Assisting teachers of adult education when size of classes or other groups justify the assignment of an assistant teacher, in

   (a) Planning, organizing and teaching classes of adults, and assisting supervisors or local school officials in organizing such classes.

   (b) Planning, organizing and conducting other educational activities for adults, such as forums, lectures, group discussions, etc.

   (c) Preparing materials of instruction for use in classes and other educational activities.

   (d) Providing individual counseling and instruction as authorized.

   (e) Preparing reports as required.

2. Performing the duties of TEACHER (Adult Education) during a period of probationary assignment as ASSISTANT TEACHER, intended to test and demonstrate the fitness of employee for assignment as TEACHER. See Typical Tasks of TEACHER (Adult Education).

3. Attending and participating in teachers' conferences and training programs as directed.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of this shall be in accordance with the provisions of Operating Procedures relating to the Adult Education Project.)

NOTE: Since it is necessary to compare work done on WPA projects with similar work done by permanent educational agencies which sponsor the projects, in some instances the job description above will be considered in a skilled category, and in others in an intermediate category. The local Divisions of Employment shall consult with educational superiors to determine which of these is applicable.

(November 10, 1939)

ASSISTANT TEACHER (Adult Education)

Skilled

Job Description

Under general supervision, to assist teachers in organizing and conducting classes and/or other educational activities for adults in the fields designated as eligible for inclusion in the WPA Education Program; or to perform the duties of TEACHER (Adult Education) during a period of probationary assignment.

Typical Tasks

1. Assisting teachers of adult education when size of classes or other groups justify the assignment of an assistant teacher, in

   (a) Planning, organizing and teaching classes of adults, and assisting supervisors or local school officials in organizing such classes.

   (b) Planning, organizing and conducting other educational activities for adults, such as forums, lectures, group discussions, etc.

   (c) Preparing materials of instruction for use in classes and other educational activities.

   (d) Providing individual counseling and instruction as authorized.

   (e) Preparing reports as required.

2. Performing the duties of TEACHER (Adult Education) during a period of probationary assignment as ASSISTANT TEACHER, intended to test and demonstrate the fitness of employee for assignment as TEACHER. See Typical Tasks of TEACHER (Adult Education).

3. Attending and participating in teachers' conferences and training programs as directed.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of this shall be in accordance with the provisions of Operating Procedures relating to the Adult Education Project.)

NOTE: Since it is necessary to compare work done on WPA projects with similar work done by permanent educational agencies which sponsor the projects, in some instances the job description above will be considered in a skilled category, and in others in an intermediate category. The local Divisions of Employment shall consult with educational superiors to determine which of these is applicable.

(November 10, 1939)

ASSISTANT TEACHER (Adult Education)

Intermediate

NOTE: See ASSISTANT TEACHER (Adult Education) in the skilled classification for a description of this job and other pertinent facts.

ASSISTANT TEACHER
(Nursery Schools)

Skilled

Job Description

Under supervision of a Principal Teacher (Nursery Schools), to assist in organizing and operating nursery schools and preschool play groups, conducting educational activities for participating children, arranging for their emergency care, and assisting parents in providing for similar development and protection of children in their homes.

Typical Tasks

Assisting a Principal Teacher (Nursery Schools) as directed in:

1. Obtaining lists of eligible children from local welfare bureaus, school principals, etc.

2. Planning physical set-up with staff arrangement of material and equipment for indoor and outdoor play and for emergency care.

3. Preparing daily schedules and assigning duties to staff members.

4. Safeguarding health and physical welfare of children in nursery school and during times of emergency and making morning inspection when there is no nurse.

5. Planning food purchases necessary for nursery school meals and planning meals when there is no regular nutritionist.

6. Giving children experiences in such educational activities as beginnings in art, music, science, literature, etc.

7. Guiding young children so that correct habits in eating, sleeping, social adjustment, emotional stability, and self-dependence may be established.

8. Maintaining cooperative relationships with local sponsors and cooperating agencies and with homes and families of enrolled children.

9. Conducting parent education classes in care and development of nursery school children.

10. Keeping necessary records and making reports as required.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. The determination of this will be in accordance with operating procedures applicable to the Child Protection Program.

(Revised October 1, 1942)

ASSISTANT TEACHER (Household Workers' Training)

Intermediate

Job Description

Under supervision, to assist TEACHERS on Household Workers' Training Projects in the training of TRAINEES and uncompensated trainees.

Typical Tasks

1. Assisting TEACHERS (Household Workers' Training) with the preparation and execution of training schedules for various phases of household work, such as general care of the house, special cleaning, cooking, serving meals, laundering, care of children, employer-employee relationships, and personal hygiene.

2. Preparing materials for use in training.

3. Providing individual counseling and instruction as authorized.

4. Attending and participating in staff meetings as directed.

Qualifications

Training in home economics or knowledge of, and experience in, household management and techniques sufficient to demonstrate ability to perform work assigned.

ASSISTANT TEACHER (Nursery School Education)

Skilled

Job Description

Under supervision, to assist in conducting activities dealing with the care and training of children, and to perform other work as assigned on Nursery School Projects in the WPA Education Program.

Typical Tasks

1. Being responsible to the head teacher for habit training of children in the nursery school in such activities as eating, sleeping, social adjustments, emotional stability, self-dependence.

2. Being prepared to carry on any phase of nursery school routine when necessary.

3. Supervising children's play activities.

4. Assisting with children during sleep period.

5. Assisting in giving children experiences in such educational activities as beginnings in art, music, science, literature, etc.

6. Assisting in contacting homes and parents when necessary.

7. Guiding children and setting an example for them in such matters as hygienic habits, courtesy and poise.

8. Assisting in record keeping and preparing reports as required.

9. Caring for young children whose parents may be attending parent education or homemaking classes. These children's groups may be used as demonstration and observation groups by parent education leaders.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. (The determination of this shall be in accordance with the provisions of Operating Procedures relating to Nursery School Projects.

ASSISTANT TEACHER (Nursery School Education)

Intermediate

NOTE: See ASSISTANT TEACHER (Nursery School Education) in the skilled classification for a description of this job and other pertinent facts.

ATTENDANT (Health Service)

Intermediate

Job Description

Under general supervision, to assist a nurse or doctor in the care of patients in clinics, wards, or laboratories, or assist a school or visiting nurse or doctor in school or field work, and to perform related work.

Typical Tasks

1. Performing routine work connected with nursing care and comfort of patients in wards or clinics.

2. Maintaining discipline among patients and reporting on their condition and activities.

3. Assisting a school nurse or doctor in examination of children.

4. Visiting homes, encouraging proper and balanced feedings, explaining physicians' recommendations, doing routine follow-up work for visiting nurse.

Qualifications

Experience: Sufficient experience as practical nurse or nurse's helper to demonstrate ability to perform tasks assigned. Hospital experience desirable.

Personal Traits: Personality to make contact with needy families and to work with sick people. Tactful, courteous, reliable.

NOTE: This title is restricted for use on Health Service Projects, i.e., medical, dental and nursing projects.

AUTOMOTIVE MECHANIC

Skilled

Job Description

Under general supervision, to maintain and repair automotive equipment, and to perform related work.

Typical Tasks

1. Inspecting and testing automobiles, trucks, tractors, graders, and other equipment powered by an internal combustion engine.

2. Overhauling and repairing automotive equipment.

3. Adjusting or relining brakes.

4. Removing, charging, and replacing batteries.

5. Oiling and greasing.

Qualifications

Sufficient experience in automobile repair shops or around automotive equipment to demonstrate ability to perform work assigned. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

AUTOMOTIVE MECHANIC'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist an automotive mechanic in the repair and maintenance of automotive vehicles, and to perform related work.

Typical Tasks

1. Cleaning motor and chassis.
2. Removing motor accessories.
3. Scraping carbon.
4. Draining and flushing crank case.
5. Removing or replacing tires and wheels.
6. Repairing tires.
7. Lubricating.
8. Assisting mechanic in repairs by handling tools or by using machines.

Qualifications

Sufficient experience with automotive equipment or in automobile shop to demonstrate ability to perform work assigned.

BAKER

Intermediate

Job Description

Under supervision, to make bread, buscuits, pies, cakes, pastries, and to perform related work.

Typical Tasks

1. Mixing dough and baking bread, cake and pastry.
2. Making ice cream and other desserts.
3. Cleaning and caring for bakery equipment.
4. Assisting in checking and distributing bakery products.
5. Requisitioning, receiving, checking and storing supplies.
6. Keeping records and making reports.

Qualifications

Sufficient baking experience in restaurant, hotel or bakery to demonstrate ability to perform work assigned.

Food handler's license where required.

BARBER

Intermediate

Job Description

Under general supervision, to shave, cut and dress the hair, and to perform related work.

Typical Tasks

1. Shaving.
2. Cutting and dressing hair.
3. Shampooing and massaging.
4. Honing, stropping and sterilizing razors, cleaning and sterilizing clippers, combs, brushes, scissors and keeping other tools and supplies in order and in good working condition.
5. Keeping shop and equipment in sanitary condition.

Qualifications

Experience: At least one year's experience as an apprentice and barber. License if required.

Knowledge: Knowledge of use and care of barber's tools and sanitary appliances.

Personal Traits: Cleanliness and carefulness.

BEAUTICIAN

Intermediate

Job Description

Under general supervision, to give beautifying treatments to the hair, face and hands, and to perform related work.

Typical Tasks

1. Shampooing, finger waving and marcelling.
2. Giving hair trims and scalp treatments.
3. Giving facials and manicures.
4. Using an assortment of beautician's instruments and materials in giving beauty treatments.

Qualifications

Experience: At least one year's experience as an operative in a beauty parlor. Patience and tact required in working under adverse conditions on ill or infirm patients.

License if required.

Knowledge: Knowledge of instruments, materials and practices commonly employed in beauty culture.

BITUMINOUS-DISTRIBUTOR OPERATOR

Skilled

Job Description

Under general supervision, to operate an asphalt, tar or oil distributing machine, or a truck equipped with a tank for spraying oil or bituminous emulsions in the placing of asphaltic, tar or oil-bound pavements, and to perform related work.

Typical Tasks

1. Filling tank with oil or bituminous emulsions
2. Regulating burner to heat liquids
3. Operating the machine in the distribution of liquids.
4. Cleaning and lubricating the equipment, making minor repairs and adjustments and performing other routine maintenance work.

Qualifications

Sufficient experience in the operation of asphalt, tar or oil distributing equipment to demonstrate ability to perform work assigned.

(Added December 16, 1940)

BLACKSMITH

Skilled

Job Description

Under general supervision, to work iron and steel with forge, anvil and hand tools, to draw out and dress picks, bars, drills and other implements, and to perform related work.

Typical Tasks

1. Maintaining and operating forge.
2. Heating metal and hammering it to desired shape.
3. Tempering steel tools.
4. Welding metal parts.
5. Sharpening tools and fixing wooden handles in tools.
6. Shoeing horses or mules.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

BLACKSMITH'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a BLACKSMITH to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Building and regulating fire in forge.
2. Carrying tools, equipment, steel, and other materials to BLACKSMITH.
3. Hammering material to bring it to the desired shape.
4. Cleaning and putting shop in order.
5. Replacing wooden tool handles.
6. Assisting BLACKSMITH in performance of his duties.

Qualifications

Sufficient experience in iron working shops or helping a blacksmith to demonstrate ability to perform work assigned.

BLASTER

Skilled

Job Description

Under general supervision, to use various types of explosives in demolition, excavation, mine or quarry work, and to perform related work.

Typical Tasks

1. Preparing and storing explosives, detonators, etc.

2. Drilling holes, or supervising the drilling of holes.

3. Preparing and setting off explosive charges.

4. Placing or directing the placing of mats to prevent loose debris from flying around.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

License, if required.

BOILERMAKER

Skilled

Job Description

Under general supervision, to make, install or repair steam pressure boilers, tanks, vats, steel smokestacks or similar steel plate or tube work, and to perform related work.

Typical Tasks

1. Assembling boilers, tanks, etc., according to specifications or blue prints.

2. Fabricating or altering parts of the boiler supporting structure by cutting, welding and riveting.

3. Connecting and installing boilers, tanks, etc., and fastening to body structure.

4. Repairing boilers, tanks, etc.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

BOILERMAKER'S HELPER

Intermediate

Job Description

Under supervision, to assist a BOILERMAKER to do the simpler and more routine tasks of the trade, and to perform related work.

Typical Tasks

1. Performing simple and routine tasks in cutting, drilling and punching of material, cutting and threading of bolts, etc.
2. Caring for tools and shop.
3. Acting as hammerman.
4. Holding plate or handling dolly bar in riveting.
5. Calking seams.
6. Assisting BOILERMAKER as directed.

Qualifications

Sufficient experience helping boilermakers or around boilermaking shops or in work of a similar nature to demonstrate ability to perform work assigned.

BOOK CLEANER

Unskilled "B"

Job Description

Under immediate supervision, to clean books, pamphlets and other library materials, and to perform related work.

Typical Tasks

1. Eradicating pencil, ink, crayon, or other defacing marks.
2. Cleaning top, front, and bottom edges of book.
3. Washing and otherwise cleaning covers, and dusting books.

Qualifications

Manual dexterity, carefulness, neatness.

BOTTOM MAN

Intermediate

Job Description

Under immediate supervision, to work under hazardous conditions with common laborers' hand tools at the botton of a trench, shaft or well, at a depth greater than twelve feet, or in tunnel excavation, and to perform related work.

Typical Tasks

1. Using common laborer's hand tools in digging in shafts, tunnels, or well excavations.

2. Assisting in shoring or installation, if mechanical shores are used.

3. Working in hazardous locations in tunnel, shaft, or well excavation operations.

Qualifications

Experience: Sufficient experience as a laborer in shaft or tunnel work to demonstrate ability to perform work assigned.

Knowledge: Knowledge of proper shoring methods; of hazards involved in tunnel or shafts.

Ability: Ability to work under adverse conditions.

Personal Traits: Good physical condition.

BOX-OFFICE MANAGER

Prof. & Tech.

Job Description

Upon assignment, to take charge of the box-office operations at a place of public performance.

Typical Tasks

1. Racking and selling tickets for public performance.
2. Accepting responsibility for the funds taken in at the box office and turning such funds over to the properly designated officer.
3. Making advance reservations for performances.
4. Keeping necessary box-office records and making reports as required.

Qualifications

Experience: Sufficient experience in box-office management or related activities at theaters or other places of public performances to demonstrate ability to perform work assigned. A minimum of forty weeks' bona fide professional experience attested to by documentary evidence such as press clippings, contracts programs, etc., is required.

Ability: Ability to rack tickets and dress house.

Personal Traits: Reliability. The person assigned is required to furnish a financial bond.

BRAILLE PROOFREADER

Skilled

Job Description

Upon assignment, to select material for transcription into Braille, to train transcribers to proofread transcribed material, and to perform related work.

Typical Tasks

1. Selecting material for transcription.

2. Training workers in use of Braille slates and Braille writers.

3. Proofreading transcribed materials for errors.

Qualifications

Graduation from a recognized school of Braille instruction.

BRAILLE TRANSCRIBER

Intermediate

Job Description

Under supervision, to transcribe books, articles, maps, and other material into Braille symbols, and to perform related work.

Typical Tasks

1. Operating a Braille slate.
2. Operating a Braille writer.
3. Shellacking transcribed pages of Braille.

Qualifications

Ability: Ability to transcribe successfully after a brief course of training.

Personal Traits: Accuracy, neatness.

BRATTICEMAN

Skilled

Job Description

Under general supervision, to construct brattices of wood, canvas, stone or brick, to conduct air currents in mine sealing or underground workings, and to perform related work.

Typical Tasks

1. Constructing ventilating channels made with various materials.

2. Sealing mine openings and partitions with stone, slate, and mortar.

3. Building temporary partitions.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

BRICKLAYER

Skilled

Job Description

Under general supervision, to lay brick, hollow tile or cement block, and to perform related work.

Typical Tasks

1. Laying bricks, hollow tile, cement blocks and like masonry material such as terra cotta, and stone trim.

2. Pointing and repairing brick work.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

BULLDOZER OPERATOR (45 h.p. and Over)

Skilled

Job Description

Under supervision, to operate and maintain a tractor, to the front of which is attached a large adjustable blade, to grade and level earth, and to perform related work.

Typical Tasks

1. Operating a crawler type tractor and controlling mechanism of the dirt leveling device.

2. Leveling off and rough grading earth fills.

Qualifications

Sufficient experience in the operation of bulldozers to demonstrate ability to perform work assigned.

BULLDOZER OPERATOR (under 45 h.p.)

Intermediate

Job Description

Under supervision, to operate and maintain a tractor, to the front of which is attached a large adjustable blade to grade and level earth, and to perform related work.

Typical Tasks

1. Operating a crawler type tractor and controlling mechanism of the dirt leveling device.

2. Leveling off and rough grading earth fills.

Qualifications

Sufficient experience in the operation of bulldozers to demonstrate ability to perform work assigned.

BUTCHER

Intermediate

Job Description

Under supervision, to slaughter and cut up animal carcasses and to perform related work.

Typical Tasks

1. Slaughtering animals.
2. Receiving, checking, weighing and storing meats.
3. Cutting and issuing meat.
4. Cleaning poultry and fish.
5. Making sausage and other prepared meat products.
6. Keeping necessary store records.
7. Maintaining shop and equipment in a clean and saintary condition.

Qualifications

Experience: Sufficient experience as butcher in a slaughter house, butcher shop, or institution to demonstrate ability to perform work assigned.

Knowledge: Knowledge of the cuts of meat and methods of storing meat.

CABINET MAKER

Skilled

Job Description

Under general supervision, to construct and finish or repair wooden furniture, cases, chests or built-in equipment, and to perform related work.

Typical Tasks

1. Operating and maintaining woodworking machinery, such as power saws, planers, lathes, mortising machines.

2. Fitting and matching wood by doweling or dovetailing corners.

3. Finishing furniture by sanding, staining, varnishing, rubbing and polishing.

4. Doing hand and bench work on office or household furniture.

5. Fitting hinges, locks, handles, glass and other hardware to furniture.

6. Making patterns where the patterns required are not complex and have been standardized.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

CANNER

Unskilled "B"

Job Description

Under immediate supervision, to perform any manual task related to the preparation of vegetables, fruit, or meat preparatory to the canning or pickling process, to participate in the preserving operations, and to perform related work.

Typical Tasks

1. Cleaning utensils and canning rooms.
2. Unpacking receptacles and packing and addressing shipments.
3. Operating sorting and vegetable preparing machines.
4. Sterilizing cans or jars.
5. Operating a sealer.
6. Applying labels.
7. Assisting in the preparation, cooking and preserving of foodstuffs.

Qualifications

Cleanliness

Food handler's license where required.

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Section 10

CANNING MACHINE OPERATOR (POWER)

Intermediate

Job Description

Under supervision, to set up, adjust, operate, steam-clean, and maintain various types of power-driven canning equipment and factory type retorts, hot water bath and blanching equipment; and to perform related work.

Typical Tasks

1. Setting up, adjusting, operating, steam-cleaning and maintaining factory type retorts, hot water bath equipment, steam and exhaust boxes, power-driven sealers, peelers, pulpers, and graders.

2. Preparing brine and syrup and operating tanks.

3. Using testing equipment.

4. Assembling and adjusting safety guards.

5. Supervising work performed by Canners (UB) and/or Canning Machine Operators (Hand) (UA) in the preparation of fruits, vegetables, and meats for preserving and canning, cleaning utensils and premises, packing finished products, etc.

6. Keeping records and making reports as required.

Minimum Qualifications

Sufficient experience in setting up, operating, and maintaining equipment to demonstrate ability to perform assigned duties.

Food handler's license, where required.

(Added March 30, 1942)

CANNING MACHINE OPERATOR (HAND)

Unskilled "A"

Job Description

Under supervision, to set up, adjust, operate, clean, and maintain various types of hand-powered canning equipment, home type pressure cookers, hot water bath and blanching equipment; and to perform related work.

Typical Tasks

1. Setting up, adjusting, operating, cleaning, and maintaining hot water bath and blanching equipment, hand-driven sealers, peelers, pulpers, and graders.

2. Preparing brine and syrup for filling cans.

3. Using testing equipment.

4. Assembling and adjusting safety guards.

5. Overseeing work performed by canners (UB) in the preparation of fruits, vegetables, and meats for preserving and canning, cleaning utensils and premises, packing finished products, etc.

6. Keeping records and making reports as required.

Minimum Qualifications

Sufficient experience in setting up, operating, and maintaining equipment to demonstrate ability to perform assigned duties.

Food handler's license, where required.

CARPENTER

Skilled

Job Description

Under general supervision, to do general carpenter work in the construction, alteration, and repair of articles or structures, and to perform related work.

Typical Tasks

1. Laying out, cutting, fitting, and joining lumber to construct wooden framework and forms.

2. Cutting, fitting, and installing interior and exterior trim.

3. Erecting temporary structures, such as scaffolding, runways, concrete pouring chutes, barricades.

4. Fitting and installing builder's hardware.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

CARPENTER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a CARPENTER; to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Selecting and sawing lumber to size and boring holes.
2. Tearing up old flooring and laying shingles.
3. Taking measurements.
4. Assisting CARPENTER in general manual duties, such as holding, bracing, and nailing lumber; handing tools to CARPENTER and following his direction, etc.

Qualifications

Sufficient experience helping carpenters or in the use of carpenter's tools to demonstrate ability to perform work assigned.

CARRYALL SCRAPER OPERATOR

Skilled

Job Description

Under general supervision, to operate a tractor and carryall scraper in grading and excavating earth, and to perform related work.

Typical Tasks

1. Grading, leveling, and moving earth in the preparation of the subgrade of roadbeds, airports, etc.

2. Cleaning and lubricating the equipment, making minor repair and adjustments, and performing other routine maintenance work.

Qualifications

Sufficient experience in the operation of tractors and carryall scrapers to demonstrate ability to perform work assigned.

(Added December 16, 1940)

CEMENT FINISHER

Skilled

Job Description

Under general supervision to lay cement to finish cement surfaces with hand tools and to perform related work.

Typical Tasks

1. Building a screed or template.
2. Bringing concrete to desired grade and contour.
3. Finishing surface of concrete to produce kind of finish desired.
4. Placing parting strips at specified intervals.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

CEMENT FINISHER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a CEMENT FINISHER to do the simpler and more routine tasks of the trade and to perform related work.

Typical Tasks

1. Assisting a CEMENT FINISHER in the setting of forms.
2. Mixing mortar or grout by hand.
3. Sprinkling or wetting surfaces with broom.
4. Using carborundum grinding tool in the smoothing of hardened surfaces.
5. Spreading concrete.
6. Cleaning surfaces dirtied by the cement finishing work.

Qualifications

Sufficient experience as a concrete laborer or as a cement finisher's helper to demonstrate ability to perform work assigned.

CEMENT GUN OPERATOR

Intermediate

Job Description

Under supervision, to operate and maintain a cement gun machine, and to perform related work.

Typical Tasks

1. Preparing the mixture and loading the gun.
2. Operating the cement gun.
3. Maintaining and repairing the equipment.

Qualifications

Sufficient experience in operating a cement gun or in similar work to demonstrate ability to perform the work assigned or ability to learn how to handle the gun after a short period of training.

CHARWOMAN

Unskilled "B"

Job Description

Under immediate supervision, to clean offices and work rooms, and to perform related work.

Typical Tasks

1. Scrubbing floors in a hospital, library, recreation center, office, or school building.
2. Dusting office equipment.
3. Emptying waste baskets.
4. Replacing towels.
5. General cleaning of offices and work rooms.
6. Washing windows and fixtures.

Qualifications

Good physical condition.

CHIEF OF PARTY

Prof. & Tech.

Job Description

Under assignment, to have charge of a field party making surveys, doing field instrumental work, or in laying out minor engineering work from plans and specifications, and to perform related work.

Typical Tasks

1. Supervising a field surveying party.
2. Making computations, plotting field notes, and preparing working drawings.
3. Supervising the layout and installation of sewers, water mains, and fire hydrants, insofar as grade, alignment and location are concerned.
4. Checking field notes, taking final measurements and preparing data and records for official files.
5. Making surveys of selected airways, landing fields, beacon sites, roads, water courses, etc.
6. Preparing contour maps and sketches.
7. Interpreting and transcribing legal descriptions defining property boundaries.

Qualifications

Experience: Not less than two years' experience in surveying work in field or office, at least one of which shall have been as chief of party.

Education: Training equivalent to graduation in engineering from a college or university of recognized standing.

CLERK (Supervising)

Skilled

Job Description

Under general instructions, to supervise the work of clerks, stenographers, typists, operators of office machines, and to perform related tasks.

Typical Tasks

1. Assuming responsibility for maintaining economical and efficient production of office work.
2. Initiating and distributing assignments to subordinates.
3. Examining and correcting work performed by subordinates.
4. Keeping records of activities and attendance of subordinates.
5. Devising office procedure.
6. Making necessary reports of work accomplished.
7. Being responsible for requisition and use of supplies.
8. Maintaining contacts with other sections or units.

Qualifications

Experience: At least 3 years successful experience in office work demonstrating ability to handle work assigned.

Education: Training equivalent to high school graduation or two years of business school.

Knowledge: Working knowledge of office practices and procedures, of office machines and their accessories, knowledge of tasks to be performed by subordinates.

Ability: Determining work limitations and other qualifications of subordinates and assigning tasks accordingly for most efficient accomplishment of office work. Work from instructions, either oral or written. Able to assume responsibility.

Personal Traits: Reliability, administrative ability, ability to get along with others.

CLOTH CUTTER
(Power Machines)

Skilled

Job Description

Under general supervision on a sewing project, to operate cutting room equipment in the cutting of multiple lays of cloth and as expedient to make or assist in supervising the making of marker, and to perform related work.

Typical Tasks

1. Operating cutting room equipment, such as straight blade or rotary blade power cutting machine and electric pocket drill on thread marking machine.

2. Performing or assisting in supervising the work of others in

    a. Laying or spreading cloth

    b. Making the marker

    c. Assembling the component parts of cut garments into bundles

3. Assisting the pattern maker in grading patterns

Qualifications

Experience: Completion of apprenticeship or equivalent work experience. Verifiable evidence of satisfactory performance at trade shall be required if necessary.

Ability: Ability to organize and supervise the work of others.

CLOTH CUTTER
(Hand)

Unskilled "A"

Job Description

Under supervision, to cut cloth by means of hand or electric shears, following a pattern, and to perform related work.

Typical Tasks

1. Cutting cloth with hand or electric shears.
2. Assembling the component parts of garments.
3. Making a marker from the pattern.
4. Assisting in grading a pattern.
5. Assisting in developing pattern variations.

Qualifications

Sufficient experience in garment cutting and making to demonstrate ability to perform the work assigned.

CLOTH CUTTER
(Power Machines)

Skilled

Job Description

Under general supervision on a sewing project, to operate cutting room equipment in the cutting of multiple lays of cloth, and to perform related work.

Typical Tasks

1. Operating cutting room equipment such as straight blade or rotary blade power cutting machine, electric pocket drill or thread marking machine, or a hand notching machine.

2. Assisting in supervising, generally, the work of Helpers in

   a. laying or spreading cloth
   b. making the marker
   c. assembling the component parts of cut garments into bundles.

3. Assisting the pattern maker in grading patterns.

Qualifications

Experience: Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

Ability: Ability to organize and supervise the work of others.

CLOTH MARKER

Intermediate

Job Description

Under general supervision, to make a cloth or other type of marker which is to serve as an outline for the cutter to follow in cutting multiple lays, and to perform related work.

Typical Tasks

1. Arranging the pieces of garment patterns on a strip of cloth or paper in such a manner as to reduce waste of material, when cut, to a minimum.
2. Drawing around the pattern pieces with crayon or chalk.
3. Tracing pattern outline with electric perforating machines when such type of marker is used.
4. Marking style number and size within each outline.
5. Laying work for helpers.

Qualifications

Experience: Sufficient experience in garment production to demonstrate ability to perform the work assigned.

Knowledge: Full knowledge of cutting unit production methods.

Ability: Ability to discover errors in the layout of a pattern which has been "marked in" so that an even more economical use of materials may be effected, to supervise helpers.

NOTE: The use of this classification shall be restricted to projects which have large cutting units, employing two or more power cutters.

CONCRETE FINISHING MACHINE OPERATOR

Intermediate

Job Description

Under general supervision, to operate a machine used in producing a smooth, even finish on asphalt or concrete paving, and to perform related work.

Typical Tasks

1. Operating machines such as a concrete floating machine in the finishing of concrete surfaces.

2. Maintaining and caring for equipment.

Qualifications

Sufficient experience in operating a mechanical finisher to demonstrate ability to perform work assigned.

CONCRETE MIXER OPERATOR (Under 5 Bags)

Intermediate

Job Description

Under supervision, to operate a portable machine with a capacity of less than five bags of cement, for mixing cement, sand, stone, and other materials, and to perform related work.

Typical Tasks

1. Setting up and bracing machine and assisting in construction of runways.

2. Assisting and directing in the loading of hopper with proper mixture.

3. Mixing standard batches in the machine.

4. Dumping machine into vehicles or chute.

5. Cleaning and lubricating motor and mixing equipment and making minor repairs.

Qualifications

Experience: Sufficient experience in the operation of concrete mixing machines or in the operation of heavy equipment to demonstrate ability to perform work assigned.

Knowledge: Knowledge of the operation of gasoline engines. Acquaintance with the proportions of common batch mixes.

CONCRETE MIXER OPERATOR (5 Bags and Over)

Skilled

Job Description

Under supervision, to operate a portable machine with a capacity of five or more bags of cement, for mixing cement, sand, stone, and other materials; and to perform related work.

Typical Tasks

1. Setting up and bracing machine and assisting in construction of runways.
2. Assisting and directing in the loading of hopper with proper mixture.
3. Mixing standard batches in the machine.
4. Dumping machine into vehicles or chute.
5. Cleaning and lubricating motor and mixing equipment and making minor repairs.

Qualifications

Experience: Sufficient experience in the operation of concrete mixing machines or in the operation of heavy equipment to demonstrate ability to perform work assigned.

Knowledge: Knowledge of the operation of gasoline engines. Acquaintance with the proportions of common batch mixes.

COOK

Intermediate

Job Description

Under supervision, to prepare various staple foods by roasting, baking, boiling, frying, or other means of cooking, and to perform related work.

Typical Tasks

1. Cooking or otherwise preparing meats, vegetables, salads, and desserts.

2. Assuming responsibility for the cleanliness and cooking of food.

3. Supervising others who are assisting in the preparation and cooking of food.

4. Requisitioning supplies.

5. In a small unit, assisting in the serving of food and with the washing and sterilization of dishes and utensils.

Qualifications

Experience: Sufficient experience as a cook in homes, restaurants, hotels or institutional service to demonstrate ability to perform work assigned.

Personal Traits: Freedom from communicable diseases. Food handler's health certificate where required.

COPY READER

Skilled

Job Description

Under general supervision, to edit manuscripts or proofs before printing, and to perform related tasks.

Typical Tasks

1. Reading manuscripts prepared by other workers for the purpose of correcting grammatical mistakes or errors in facts.

2. Reading proofs of matter being set up in type to see that the corrected manuscript has been followed exactly by the typesetter so that final printed matter will be accurate.

Qualifications

Experience: At least two years experience as copy reader, or editor with publishing house, newspaper, or advertising agency.

Education: Training equivalent to high school graduation.

Ability: Good judgment in the handling of words, knowledge of correct English usage.

Personal Traits: Accuracy.

CORE DRILL OPERATOR

Intermediate

Job Description

Under general supervision, to operate and maintain a power driver drilling machine to obtain samples of subterranean materials, and to perform related work.

Typical Tasks

1. Setting up machine, connecting water line, digging ditch for waste water, assembling drill column.

2. Driving pipe casing with a lift and drop weight.

3. Operating machine, drilling and adding lengths of hollow drill rods as hole is deepened.

4. Drilling with diamond drill or steel shot bit.

Qualifications

Sufficient experience in drilling and in the operation of gasoline motors to demonstrate ability to perform work assigned.

COST AND MATERIAL CLERK

Skilled

Job Description

Under general supervision to perform relatively difficult project clerical work involving keeping cost or other financial or material records and to assume responsibility for project materials, and to perform related work.

Typical Tasks

1. Maintaining and computing records of the cost and progress of project operations.
2. Maintaining financial and property inventory records of a project.
3. Writing requisitions for project property and signing for its receipt.
4. Accepting responsibility for receiving, storing and issuing project property.

Qualifications

Education: Training equivalent to graduation from high school, or one year of clerical or business school of recognized standing. However experience in addition to that prescribed below may be substituted.

Experience: Sufficient experience in bookkeeping or accounting experience or experience as a store clerk, storekeeper, or material clerk to demonstrate ability to perform work assigned. At least two years of such experience is considered necessary.

Knowledge: Working knowledge of general bookkeeping and accounting principles and of standard methods of keeping records or inventories for supplies.

Personal Traits: Accuracy, reliability.

Note: This title is to be used only for assignments, involving both keeping cost records and handling materials. See SENIOR CLERK, Intermediate for similar work of a less difficult nature. For work requiring only handling of materials see STOCK CLERK, Intermediate. For work requiring only keeping of cost or accounting records see ACCOUNTING CLERK, JUNIOR ACCOUNTANT, ACCOUNTANT.

In some instances timekeepers will perform the duties set forth above.

(May 20, 1940)

A1076

COSTUMER

Skilled

Job Description

Under supervision to make costumes for use in opera productions, and to perform related work.

Typical Tasks

Measuring, cutting, fitting, sewing and finishing costumes and textile materials for use in opera productions.

Qualifications

Sufficient experience as a costumer in the professional theatre or in professional costume companies or related fields to demonstrate ability to perform work assigned.

(Revised May 20, 1940)

CRANE OPERATOR

Skilled

Job Description

Under general supervision, to operate and maintain a tractor crane with special attachment, such as a dragline bucket, clam shell, orange peel, etc,, in lifting, moving, placing and excavating material, and to perform related work.

Typical Tasks

1. Moving crane into proper working position.

2. Lifting, moving, placing, or excavating materials with the crane.

3. Caring for and maintaining the equipment.

Qualifications

Sufficient experience in the operation of a crane to demonstrate ability to perform work assigned.

License if required.

CRUSHER OPERATOR (Under 400 Tons)

Intermediate

Job Description

Under general supervision, to operate and maintain a power-driven, stone crushing, and sizing machine, with a daily capacity under 400 tons, and to perform related work.

Typical Tasks

1. Directing and assisting in setting up the machine and loading platform.

2. Operating a crusher.

3. Keeping records of output or loads carted.

4. Maintaining and caring for equipment.

Qualifications

Sufficient experience in operating heavy machinery to demonstrate ability to perform work assigned.

CRUSHER OPERATOR (400 Tons and Over)

Skilled

Job Description

Under general supervision, to operate and maintain a power-driven, stone crushing, and sizing machine, with a daily capacity of 400 tons or over, and to perform related work.

Typical Tasks

1. Directing and assisting in setting up machine and loading platform.
2. Operating a crusher.
3. Keeping records of output or loads carted.
4. Maintaining and caring for equipment.

Qualifications

Sufficient experience in operating heavy machinery to demonstrate ability to perform work assigned.

CURB SETTER

Intermediate

Job Description

Under supervision, to place and align sections of granite or stone curbing, and to perform related work.

Typical Tasks

1. Preparing bed and setting stone to established line.

2. Properly fitting, keying, and fastening stone in correct position.

3. Selecting and laying gutter and drain stones.

Qualifications

Sufficient experience in fitting and laying stone or related quary or construction work to demonstrate ability to perform work assigned.

CUTTER

Unskilled "A"

Job Description

Under supervision, to use scissors or electric shears in cutting component parts of garments from cloth by following a pattern, and to perform related work.

Typical Tasks

1. Tracing patterns on material.
2. Cutting in bulk with scissors or electric shears.
3. Notching, counting, and bundling parts of garments and their trimmings.
4. Assisting in changing pattern sizes.
5. Assisting in developing pattern variations.

Qualifications

Sufficient dressmaking or sewing experience to demonstrate ability to perform work assigned.

CUTTER (Power Machine)

Skilled

Job Description

Under general supervision on a sewing project, to cut cloth in bulk by vertical or rotary blade electric cutting machine, and perform related work.

Typical Tasks

1. Laying out fabric and marking design of pattern upon top strip of material, showing notches or other sewing guides.

2. Operating electric punching machine to designate location of buttons.

3. Using rotary or vertical electric cutter in cutting in accordance with the pattern outline.

4. Marking or otherwise identifying the component parts of garments.

5. Assisting in change of pattern size.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

DECK HAND

Unskilled "A"

Job Description

Under immediate supervision, to perform routine manual tasks related to the maintenance and operation of floating dredges and pile drivers, work boats and their auxiliary tenders and equipment, and to perform related work.

Typical Tasks

1. Assisting in the maintenance of equipment.
2. Assisting in locating rig by setting out anchors.
3. Assisting with pipe line connections.
4. Assisting in rigging tackle.
5. Assisting in handling piles.
6. Assisting in fueling.
7. Assisting in machinery operation as an oiler.
8. Cleaning, swabbing decks, polishing brass, painting and similar maintenance duties.

Qualifications

Sufficient work experience aboard work boats to demonstrate ability to perform work assigned.

DENTIST

Prof. & Tech.

Job Description

Upon assignment, to perform moderately difficult work in the active practice of, or research in, dentistry, and to perform related work.

Typical Tasks

1. Making examination of the oral cavity and giving treatment or performing dental operations as required.

2. Making dental examinations to aid in medical diagnosis.

3. Taking, developing and interpreting X-ray films.

4. Instructing, advising and assigning tasks to assistants.

5. Taking impressions for artificial dental substitutes.

Qualifications

Graduation from a dental school of recognized standing with certification required to practice dentistry.

DESIGNER
(Garment)

Skilled

Job Description

Upon assignment to design garments for production on sewing projects.

Typical Tasks

1. Creating original designs for garments.
2. Making sketches of designs for the use of pattern makers.
3. Adapting and correcting commercial or other designs in order to simplify them for use on WPA sewing projects.
4. Issuing instructions for fabricating special features of a garment.

Qualifications

Experience: Sufficient experience as a designer in the garment trade to demonstrate ability to perform the work assigned.

Knowledge: Full knowledge of the construction and use of the various types of textiles in relation to color combinations, body measurements, basis processes of fabrication, and some knowledge of cutting technique.

Ability: Ability to direct the work of artists or draftsmen employed in making sketches or in developing rough designs.

NOTE: The use of this classification shall be restricted to persons employed on a central Pattern and Sample Garment Unit serving a statewide project.

DINKEY BRAKEMAN

Intermediate

Job Description

Under supervision, to couple and uncouple cars on narrow-gage trains, and to perform related work.

Typical Tasks

1. Coupling or uncoupling cars.
2. Signalling DINKEY OPERATOR.
3. Operating switches to direct passage of train.
4. Assisting in cleaning or loading and unloading of cars or hoppers.

Qualifications

Sufficient experience as a brakeman or in similar work to demonstrate ability to perform work assigned.

DINKEY OPERATOR

Intermediate

Job Description

Under supervision, to operate a small oil, coal or wood burning, steam, diesel, gasoline or electric engine running on tracks, and to perform related work.

Typical Tasks

1. Operating and maintaining a dinkey engine, coupling and uncoupling cars and air lines.

2. Operating track switch.

3. Assisting in cleaning or loading and unloading cars or hoppers.

Qualifications

Experience: Sufficient experience in the operation of a dinkey engine in mining, construction or industrial operations to demonstrate ability to perform work assigned.

Personal Traits: Good eyesight.

DITCHING MACHINE OPERATOR

Intermediate

Job Description

Under general supervision, to operate and maintain an automotive rotary or other type of ditching machine, and to perform related work.

Typical Tasks

1. Operating a trench digging machine in any ditching operation.

2. Maintaining and caring for equipment.

Qualifications

Experience: Sufficient experience in the operation of mechanical digging equipment to demonstrate ability to perform work assigned.

Knowledge: Thorough knowledge of the make and type of machine to which assigned.

DIVER

Skilled

Job Description

Under general supervision, to do various types of underwater salvage, construction or exploratory work, and to perform related tasks.

Typical Tasks

1. Testing equipment such as air hose and pumps.
2. Inspecting river or harbor beds, bridge foundations, etc.
3. Laying pipe and placing a suction hose.
4. Sawing piles, cutting away debris with use of an oxcyacetylene torch.
5. Calking leaks in a caisson.
6. Laying cables.
7. Making necessary preparation for underwater blasting.
8. Supervising group of surface helpers.

Qualifications

Experience: Sufficient experience as a diver to demonstrate ability to perform work assigned.

License if required.

Ability: Ability to use tools required in specific jobs to which he is assigned.

Personal Traits: Good physical condition; strong heart and good lungs.

DOCK BUILDER

Skilled

Job Description

Under supervision, to assist a PILE DRIVER OPERATOR in placing, driving, and setting of piles and sheathing, and to perform related work.

Typical Tasks

1. Assisting in building platform for pile driver, raising and bracing derrick, and rigging cables and compressed air or steam lines.

2. Assisting in loading and unloading piles.

3. Directing and assisting in preparing piles and in placing piles in leads.

4. Making connection of interlocking sheet piling.

5. Fastening heavy timbers to piles already in place.

Qualifications

Sufficient experience to demonstrate ability to perform work assigned.

NOTE: (See TIMBERMAN)

DRAFTSMAN

Skilled

Job Description

Under supervision, to prepare working plans and detail drawings for engineering purposes, artistic or decorative effect, or for the representation of statistical data by charts, diagrams or graphs, and to perform related work.

Typical Tasks

1. Preparing detailed plan in a given branch of engineering drawing.
2. Doing specialized detailed work or drawing of an artistic or decorative nature.
3. Plotting or drawing statistical diagrams or charts showing detailed graphic information.
4. Making free-hand sketches and detailed drawings.
5. Making finished designs from sketches.
6. Supervising work of tracing or copying draftsmen.
7. Using water color and/or brushes in drawing.
8. Reducing to scale in making drawings.

Qualifications

Experience: Not less than two years successful experience in drafting work of average difficulty involved in preparation of graphic representation of statistical data or plans for specialized field of engineering or art design work in engineer's or architect's office.

Education: Training equivalent to high school graduation (courses in general engineering, designing or drafting desirable).

Knowledge: Working knowledge of mathematics and use of engineering tables; knowledge of various city, county or State codes covering specific branch of work to which assigned; knowledge of rules and regulations of given branch of engineering; knowledge of conventional drafting symbols; sources of drafting information.

Ability: To work from oral or written instructions, sketches, rough designs or working plans; lettering; use of drafting instruments.

Personal Traits: Accuracy and neatness.

NOTE: See DRAFTSMAN (Supervising) in the professional and technical classification.

(November 10, 1939)

DRAFTSMAN (Supervising)

Prof. & Tech.

Job Description

Upon assignment, to supervise the work of other draftsmen, to prepare intricate and difficult statistical, architectural, engineering, or mechanical working plans and detailed drawings, and to perform related work.

Typical Tasks

1. Independently, or in a supervisory capacity, making general building, bridge, road or other designs and detailed plans or layout drawings.

2. Making freehand drawings of elevations or plans and perspective sketches involving a high degree of skill.

3. Performing computations and estimations of materials and costs.

4. Designing and drawing statistical graphs and charts.

5. Checking working drawings and details with code and specification requirements.

6. Supervising the work of a group of draftsmen or tracers.

Qualifications

Experience: Not less than three years responsible experience in an engineering or draftsman's office; part of this time shall have been spent in a supervisory position.

Education: Training equivalent to graduation from college with major work in engineering.

NOTE: See DRAFTSMAN in the skilled classification.

DREDGE OPERATOR

Skilled

Job Description

Under general supervision, to operate a dredging unit, and to perform related work.

Typical Tasks

1. Directing crew in placing dredge in position for excavating.

2. Supervising excavating operations and checking depth of cut.

3. Inspecting dredge and equipment and supervising repair and maintenance of machinery.

4. Keeping records on work done and requisitioning fuel and other supplies.

5. Directing diver.

Qualifications

Sufficient experience in the operation of a dredge to demonstrate ability to perform work assigned.

License if required.

DRIVER

Intermediate

Job Description

Under supervision, to operate a motor truck of less than 3½ ton capacity, bus or passenger car, and to perform related work.

Typical Tasks

1. Driving and operating a dump truck in connection with excavation or construction work.
2. Driving a flat bottom or stake body truck in the transportation of commodities or equipment.
3. Operating a bus or passenger car.
4. *Driving and operating a slag spreader, stone or watering car.*
5. Driving a truck while towing road surfacing machinery.
6. Maintaining and caring for equipment.
7. Assisting with the loading and unloading.

Qualifications

Experience: Sufficient experience in the operation of trucks to demonstrate ability to perform work assigned.

State motor vehicle operator's license where required.

Knowledge: Knowledge of traffic regulations.

NOTE: See TRUCK DRIVER (3½ Tons and Over) for work requiring the operation of a truck with 3½ tons or over capacity.

(Revised December 16, 1940)

EDITOR

Prof. & Tech.

Job Description

Upon assignment, to edit manuscripts prepared by other workers, to supervise workers in lower classifications, and to perform related work.

Typical Tasks

1. Reviewing manuscripts at any stage and making comments as to the grammar, facts, and general content, for the guidance of the person writing the manuscript.

2. Reviewing work of copy readers to assure careful attention to grammatical rules, factual content, etc.

3. Reading and passing on manuscripts in final form to see that they are ready for printing or mimeographing.

4. Selecting manuscripts and deciding upon their length for inclusion in books, pamphlets, or periodicals.

5. Assisting project supervisor in planning books or pamphlets.

6. Supervising reporters, clerical workers, etc.

Qualifications

Experience: Sufficient experience as an editor for newspaper, magazine, or publishing house or in related work in reviewing manuscripts prior to publication. At least two years of such experience is required.

Such experience is not required when an editor is assigned to handle a special subject, as history, geology, etc. In such cases, special education or experience of two years duration in the particular field to be covered will be satisfactory. In addition, at least six months experience in handling manuscripts as a writer or editor is required.

Education: Training equivalent to college graduation. One year of experience may be substituted for a year of college work up to two years.

Knowledge: Knowledge of good English usage.

Ability: Good judgement in selecting and proportioning manuscripts.

Personal Traits: Accuracy.

NOTE: See COPY READER.

(November 10, 1939)

ELECTRICIAN

Skilled

Job Description

Under general supervision, to install, maintain or repair electric light and power systems, and to perform related work.

Typical Tasks

1. Installing electrical equipment and fixtures according to the blue prints, sketches or specifications.
2. Installing radio, alarm, and telephone equipment.
3. Installing transformers, motors and power equipment.
4. Wiring switchboards.
5. Connecting wiring system to power source.
6. Testing circuits for continuity and proper connections.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

License, where required.

NOTE: See LINEMAN

ELECTRICIAN'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist an ELECTRICIAN, to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Replacing burned out fuses and repairing extension cords.

2. Assembling molded insulators for wires and cables and boring holes through frame work for BX cable.

3. Fastening box or outlet supports.

4. Pulling BX through partitions and setting staples as directed.

5. Assisting ELECTRICIAN in bending, threading, and fastening conduit and other work as directed.

Qualifications

Sufficient experience in helping electricians or in the use of electrician's tools to demonstrate ability to perform work assigned.

ELEVATING GRADER OPERATOR

Skilled

Job Description

Under general supervision, to operate an elevating grader in shaping ditches, shoulders, etc., or other excavation work and to perform related work.

Typical Tasks

1. Operating grader in shaping ditches and shoulders, etc.

2. Adjusting conveyer to appropriate height for loading and loading wagon or truck with conveyer.

3. Maintaining and caring for equipment.

Qualifications

Sufficient experience in operating an elevating grader and other road surfacing machinery to demonstrate ability to perform work assigned.

NOTE: See GRADER OPERATOR.

ELEVATOR OPERATOR

Unskilled "F"

Job Description

Under supervision, to operate a passenger or freight elevator.

Typical Tasks

1. Transporting passengers or freight from one floor to another.
2. Transferring parcels or other freight to or from elevator.
3. Keeping interior of elevator in clean and orderly condition.
4. Complying with regulations governing the closing of safety gates and guards and weight limitations.

Qualifications

Knowledge: Knowledge of regulations affecting elevator operation.

License where required.

Personal Traits: Courtesy, cleanliness and alertness.

ENGINEER

Prof. & Tech.

Job Description

Under assignment, to perform responsible professional work in interpretation of plans or designs used in constructing water supply systems, sewer systems, sewage treatment plants, highways, roads and streets, buildings, heating and refrigerating plants, power plants, and other related work; or the executing of all types of engineering field surveys, and the collection of statistical or research engineering data.

Typical Tasks

1. Supervising construction from engineering designs or plans.
2. Conferring with others regarding the engineering features of proposed projects.
3. Collecting or compiling factual or scientific data pertaining to engineering projects.
4. Inspecting construction plans and jobs.
5. Directing methods of operation of projects.
6. Making engineering field surveys.
7. Supervising operation of precision surveying instruments.

Qualifications

Experience: At least three years of professional experience in engineering work.

In lieu of the above, one year of postgraduate study in engineering or in related fields may be substituted for each year of experience up to two years of the required experience.

Certification or registration necessary to perform such work in places where such certification is required.

Education: Training equivalent to graduation in engineering from a college or university of recognized standing.

ENGINEERING RECORDER

Skilled

Job Description

Under immediate supervision to assist the CHIEF OF PARTY on geodetic or topographic surveys. To record and compute field survey data and to take charge of field operations in absence of CHIEF OF PARTY.

Typical Tasks

1. Recording and computing angle observations on triangulation and traverse, first and second-order level observations, and to record and compute topographic data.

2. Preparing and checking abstracts of observed angles.

3. Keeping general notes pertaining to field party operations.

4. Making preliminary office computations and preparing reports showing progress made by field party.

Qualifications

Education: Training equivalent to high school education with special study in mathematics.

Experience: Sufficient experience in geodetic and topographic work to demonstrate ability to record and compute field notes on these types of surveys. Should be competent in use of stadia slide rule, and have practical knowledge in operation of surveying instruments used in these fields.

Personal Traits: Speed and accuracy in recording and computing.

EQUIPMENT INSPECTOR

Skilled

Job Description

Upon assignment, to make inspections of all types of equipment to determine their mechanical fitness for safe operation, and to perform related tasks.

Typical Tasks

1. Making periodic inspections in field of trucks and other equipment.
2. Checking equipment against requisition.
3. Testing conditions of equipment to determine whether they meet with requirements of state motor vehicle code, Federal Safety Bulletins, or other safety requirements.
4. Ordering corrective measures where necessary.
5. Making necessary progress reports.

Qualifications

Education: Training equivalent to high school graduation; or one year of automotive school training.

Experience: At least three years successful experience as an auto mechanic and in inspection of equipment demonstrating ability to perform work assigned.

Knowledge: How to test efficiency of equipment; state safety code where there is one; automobile or other motors and their operation.

Personal Traits: Mechanical aptitude, carefulness and reliability.

EXTERMINATOR

Unskilled "A"

Job Description

Under immediate supervision, to perform manual tasks related to the processes of destroying insects, rodents, or other pests, and to perform related work.

Typical Tasks

1. Preparing and distributing poisoned bait.
2. Assisting with fumigation.
3. Assisting in the removal of breeding places.
4. Burning or otherwise destroying rubbish which is attracting rodents.
5. Assisting with spraying.
6. Setting and baiting traps.

Qualifications

Good physical condition, carefulness, reliability.

FIELD WORKER (Housekeeping Aide)

Intermediate

Job Description

Under supervision on a Housekeeping Aide Project, to assist in supervising the work of housekeeping aides in the field, to help in instructing them, and perform related work.

Typical Tasks

1. Making visits to homes to which housekeeping aides have been assigned and observing and checking their work.

2. Assisting supervisors with the instruction of the housekeeping aides.

3. Demonstrating for the housekeeping aides, methods of performing routine household activities under varying conditions.

Qualifications

Experience: Eperience and training in housekeeping service. Experience gained on Housekeeping Aide Projects should be given consideration.

Personal Traits: Capacity for leadership, reliability, trustworthiness and interest and enthusiasm for the work.

NOTE: This person shall be assigned to assist the person running the project only when the number of housekeeping aides assigned to the project is enough to justify such an assignment. This title is to be used only on Housekeeping Aide Projects.

FIREMAN

Intermediate

Job Description

Under supervision, to tend and fire portable or stationary boilers, and to perform related work.

Typical Tasks

1. Maintaining supply of water in boiler.
2. Building and maintaining fire in firebox with coal or wood and controlling draft.
3. Removing clinkers and ashes from firebox with bar and shaker and shoveling ashes from ash pit.
4. Cleaning flues and water chamber.
5. Assisting in unloading and erecting machine.
6. Oiling and greasing and assisting with making repairs to machines.

Qualifications

Experience: Sufficient experience as a helper to tender of steam equipment to demonstrate ability to perform assigned work.

Ability: Strength to move heavy objects. License where required.

Personal Traits: Good physical condition.

FLAGMAN

Unskilled "B"

Job Description

Under supervision, to regulate traffic by means of road warning signs, and to perform related work.

Typical Tasks

1. Warning traffic on highways, roads, and streets by means of flags, signs, or markers, of impending hazards to themselves and to men working on or near the highway.
2. Cleaning and firing lanterns and flares.
3. Distributing warning lights as directed.
4. Erecting temporary barricades.

Qualifications

Courtesy and alertness.

FLOOR SANDER

Skilled

Job Description

Under general supervision, to scrape and sand wooden floors, using a floor sanding machine and a floor-scraper, and to perform related work.

Typical Tasks

1. Preparing floors for sanding by driving nail heads down, etc.
2. Operating floor sanding machines in smoothing floor surfaces.
3. Smoothing corners and other parts of the floor inaccessible to the sanding machine with a hand floor scraper or sandpaper.
4. Filling floor cracks, smoothing and sanding the filled places.
5. Maintaining and caring for equipment.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: This work is often done by the carpenter and the job may be combined with that of carpenter.

FOREMAN (Grade A)

Prof. & Tech.

Job Description

Under general supervision to organize and supervise the work of a group of workers in the skilled classification, or of a group of workers in any wage class except professional and technical, but including skilled workers among them, or to have full responsibility for the work on a small project or on a unit of a larger project.

Typical Tasks

1. Planning and laying out the work in accordance with instructions, or from blueprints and specifications.

2. Assigning workers to their tasks and directing them in the performance of these tasks.

3. Guiding inexperienced persons for a preliminary period in the performance of their tasks.

4. Being responsible for the performance of the work by employees on the project under his supervision.

5. Being responsible for the requisition and use of tools, equipment and materials.

6. Assisting in the work when required.

7. Maintaining necessary records and required reports.

Qualifications

Education: Ability to speak, read and write English.

Experience: Sufficient experience in a supervisory capacity to demonstrate ability to perform work assigned.

If assigned to supervise work of skilled mechanics, employee should also have qualified as a journeyman mechanic at the trade over which he has been given supervisory authority.

FOREMAN (Grade B)

Skilled

Job Description:

Under general supervision, to organize and supervise the work of a group of employees in the unskilled and/or intermediate class, to be in charge of a unit or of a small project employing only unskilled and/or intermediate workers, and to perform related tasks.

Typical Tasks

1. Planning and laying out the work for the unit or project.
2. Assigning workers to their tasks and directing them in the performance of these tasks.
3. Guiding inexperienced persons for a preliminary period in the performance of their tasks.
4. Being responsible for the performance of the work by the employees under his supervision.
5. Being responsible for the requisition and use of tools, equipment and material.
6. Assisting in the work when required.
7. Maintaining necessary records and required reports.

Qualifications

Education: Ability to speak, read and write English.

Experience: Sufficient experience in a supervisory capacity to demonstrate ability to perform work assigned.

NOTE: This classification shall not be used for a foreman supervising only unskilled labor unless the position requires the supervision of more than 25 persons.

FOREMAN (Grade C)

Intermediate

Job Description

Under supervision, to direct and organize the work of a group of less than 25 employees in the unskilled wage class, and to perform related tasks.

Typical Tasks

1. Planning and laying out the work for the unit or project.
2. Assigning workers to their tasks.
3. Maintaining necessary records and preparing required reports.
4. Being responsible for the requisition and use of supplies.
5. Assisting in the work when required.

Qualifications

Education: Ability to speak, read and write English.

Experience: Sufficient experience to demonstrate ability to perform work assigned and to supervise the work of others.

NOTE: For foremen required to supervise more than 25 workers, see FOREMAN, Grade B

FORESTER'S AIDE

Unskilled "A"

Job Description

Under supervision, to detect fire in forests and to eliminate fire hazards, or to hunt or trap predatory animals, or to search for and eliminate plant or tree disease, and to perform related work.

Typical Tasks

1. Patrolling forests and noting condition of fire lanes and underbrush.

2. Assisting in opening fire lanes and fighting forest fires.

3. Setting and baiting traps.

4. Skinning carcasses or disposing of them otherwise as directed.

5. Hunting and killing predatory animals with shotgun or rifle.

6. Locating and assisting in the elimination of plant disease.

Qualifications

Familiarity with the woods and outdoors.

Thorough knowledge of the use of traps and guns required.

NOTE See SCOUT

FORM SETTER

Intermediate

Job Description

Under supervision, to set and brace wooden or metal forms on sidewalk, street, or road work to hold wet concrete until it hardens, and to perform related tasks.

Typical Tasks

1. Taking measurement from grade stakes to determine position of forms according to specifications or plans.

2. Driving guide posts and guide lines to mark position of forms.

3. Placing and lining up forms along guide lines.

4. Pinning or bracing forms.

5. Checking grades to make sure forms are set accurately.

Qualifications

Sufficient experience at form setting or work of a similar nature to demonstrate ability to perform work assigned.

NOTE: This man will work on roads, sidewalks, streets, etc. Wooden form setting and building for mass concrete work, such as culverts, piles, buildings, sewers, etc., including building or altering of wooden forms may be done by the carpenter.

(See CARPENTER)

GARDENER

Intermediate

Job Description

Under general supervision, to direct a small crew of laborers in performance of general gardening operations, and to perform relatively difficult gardening tasks and related work.

Typical Tasks

1. Supervising small crew in gardening operations.
2. Having charge of general gardening work around grounds of moderate area planned according to simple landscape plan.
3. Taking charge of operations of a truck garden of moderate size.
4. Transplanting, cultivating, potting, and repotting plants.
5. Operating a small greenhouse.
6. Requisitioning supplies and issuing them.
7. Directing preparation of soil, fertilizing, seeding, and setting out plants.

Qualifications

Experience: Sufficient experience in general gardening or greenhouse or landscape work to demonstrate ability to perform work assigned.

Knowledge: Knowledge of methods applicable to care and maintenance of lawns, flowerbeds, etc.

Ability: Ability to recognize agencies harmful to plants.

Aptitude for gardening.

NOTE: See LABORER for a description of more simple and routine work of this nature.

GARMENT INSPECTOR

Intermediate

Job Description

Under general supervision, to inspect finished articles made on sewing projects to determine whether they meet the required standards of fabrication.

Typical Tasks

1. Examining all finished articles carefully to see that their fabrication is in accordance with the general standards set for the project, or with the special instructions issued by the central pattern service for each particular type of garment.

2. Deciding independently whether the finished articles meet the established standards of fabrication, and rejecting, returning for correction, or approving the articles accordingly.

3. Reporting to unit foremen or supervisors the need for training of workers in special operations, as evidenced by errors discovered in fabrication.

Qualifications

Experience: Sufficient experience in garment production to demonstrate ability to perform the work assigned.

Knowledge: Full knowledge of all processes of garment fabrication and construction. of special instructions issued by the pattern service for fabrication of standard and special types of garments, of general project and WPA standards of performance. Familiarity with the accepted standards of similar commercially made articles.

NOTE: The use of this classification shall be restricted to the larger mechanized sewing projects or units. On smaller units, it is expected that this function will be performed by supervisors or foremen.

GARMENT PRESSER (hand iron)

Unskilled A

Job Description

Under supervision to use a steam hand iron in pressing, smoothing and shaping woolen or heavy cotton garments such as twill, corduroy, etcetera, and to perform related work.

Typical Tasks

1. Shaping woolen or heavy cotton garments.
2. Flattening seams on a woolen or heavy garments.
3. Removing wrinkles and smoothing the surface of woolen or heavy cotton garments.

Qualifications

Sufficient experience in the use of a steam hand iron to demonstrate ability to perform work assigned.

GARMENT PRESSER (machine)

Intermediate

Job Description

Under supervision to use a steam heated pressing machine in pressing, smoothing and shaping woolen or heavy garments such as twill, corduroy, etcetera, and to perform related work.

Typical Tasks

1. Shaping woolen or heavy cotton garments.
2. Flattening seams on woolen or heavy cotton garments.
3. Removing wrinkles and smoothing the surface of woolen or heavy cotton garments.
4. Operating two or more pressing machines at a time.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary workers shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

GEODETIC COMPUTER

Prof. & Tech.

Job Description

Under direction, to perform responsible technical work concerning various engineering computations and adjustments necessary in geodetic surveys.

Typical Tasks

1. Computing preliminary and final values on triangulation, traverse, levels, geodetic and plane coordinates, stellar observations, etc.

2. Making final mathematical adjustments of various engineering surveys.

3. Plotting and drawing statistical diagrams and charts.

4. Making necessary computations for map projections.

Qualifications

Education: Training equivalent to graduation in engineering from a college or university of recognized standing.

Experience: At least three years experience in engineering work or related fields. Working knowledge of calculating machines, mathematical tables and charts, and final adjustments by method of least squares.

GLAZIER

Skilled

Job Description

Under general supervision, to cut and fit, fasten, putty or otherwise secure window panes or plate glass, and to perform related work.

Typical Tasks

1. Cutting glass panes to fit sash.

2. Preparing sash into which panes are to be placed.

3. Putting pane into place and fastening it.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker must be able to furnish verifiable evidence of having performed satisfactory work at the trade.

GRADER OPERATOR

Intermediate

Job Description

Under general supervision, to operate a scraping or leveling machine in shaping road surfaces or in removing snow, and to perform related work.

Typical Tasks

1. Smoothing the surface of roadbeds in the preparation for finishing material.

2. Scraping the surface of a gravel road from curb to curb.

3. Evening shoulders of hard surface roads.

Qualifications

Sufficient experience in operating road surfacing machines and gasoline motors to demonstrate ability to perform work assigned.

NOTE: See ELEVATING GRADER OPERATOR.

GRADUATE NURSE

Skilled

Job Description

Under supervision, to assist in maintaining proper sanitary and hygenic conditions on a project and to give nursing care to sick, injured or infirm patients in hospitals, clinics, correctional institutions or homes, and to perform related work.

Typical Tasks

1. Inspecting working conditions on project as to sanitary measures.
2. Assisting physicians in carrying out their duties.
3. Keeping charts and records and submitting reports as required.
4. Doing general nursing in home, hospital, clinic or institution.
5. Maintaining a supply of drugs or first aid remedies.
6. Giving treatment or medication as prescribed.
7. Changing dressings, sterilizing instruments and equipment.
8. Feeding helpless patients.
9. Giving instructions in personal hygiene, sanitation and disease prevention.
10. Establishing and maintaining a wholesome environment for patients and workers.
11. Supervising group of helpers or housekeepers.

Qualifications

Education: Successful completion and graduation of required course in nursing from recognized nurses training school.

Knowledge: Working knowledge of theory, technique and practice of nursing.

Personal Traits: Freedom from communicable disease, consideration for and sympathy with patients; carefulness, pleasant personality, immaculate personal hygiene, tact, reliability.

(November 10, 1939)

GROUP LEADER

Job Description — Intermediate

Under supervision to assist (self-assembled) groups in carrying out a program of activities in accordance with the needs and desires of the respective groups; to assist in developing through these activities interest in a wide variety of programs leading to a better understanding among the individuals of questions and problems closely related to their every-day lives as workers and citizens. Participation shall be on a level commensurate with leader's training and ability.

Typical Tasks

1. Meeting and discussing with groups simple subject matter on an elementary level.
2. Assisting in gathering, arranging, and distributing material necessary for study and discussions.
3. Advising and assisting rural groups in agricultural planning.
4. Assembling simple visual materials as a teaching aid.
5. Carrying out instructions from principal and senior group leaders.

Qualifications

Graduate of a four-year high school with some experience as a group leader or sufficient experience in promotional work in this or a related field to demonstrate ability to perform work assigned.

NOTE: The use of this title is restricted to the Workers Service Project.

(Added September 27, 1941)

HANDICRAFT WORKER

Intermediate

Job Description

Under supervision, to perform work of average difficulty in making articles in one of the handicrafts such as basketry, metal working, ceramics, woodworking, leather working, broom making, weaving, etc., and to perform related work.

Typical Tasks

1. Carving designs in wood, making wood moulding, etc.
2. Manufacturing toys out of various materials.
3. Weaving baskets, making brooms.
4. Setting up and operating a hand loom and weaving textiles.
5. Preparing, decorating, assembling and finishing articles in one of the handicrafts described under Job Description alone, either according to a prescribed pattern, or by making simple variations on the pattern.
6. Repairing articles in one of the handicrafts.
7. Wrapping or packing finished articles.

Qualifications

Sufficient experience in one of the handicrafts to demonstrate ability to perform work assigned.

HEAD USHER

Intermediate

Job Description

Under general supervision, to direct a group of ushers at a public performance, to take tickets, and to perform related duties.

Typical Tasks

1. Training ushers for public performance.

2. Directing ushers during the performance, inspecting them for appearance and making assignments of duties.

3. Being available for ticket-taking during the performance.

4. Assuming responsibility after the performance to see that halls, exits, etc., are properly cleared and fire hazards removed.

Qualifications

Ability:	Ability to master the duties of a head usher after a short period of instruction by a house manager.
Personal Traits:	Courtesy, tact, alertness, supervising ability.

HELPER (Nonconstruction)

Job Description — Unskilled "B"

Under immediate supervision, to render simple routine assistance to workers in any classification in performing specific or general duties, usually of lesser skill.

Typical Tasks

1. Doing general cleaning work around kitchen, lunchroom, rest room, theatre, library, etc.

2. Assisting in a cutting unit of a Sewing Project by spreading materials, assembling parts of garments into bundles (on projects employing fewer than 50 persons), making bundle or garment tickets, etc.

3. Folding or doing plain pressing with a hand iron, counting and bundling finished garments for packing, carrying garments or bundles to or from sewing machines.

4. Preparing vegetables and other foods for cooking, washing dishes, pots and pans, cleaning and polishing silver, etc.

5. Setting and waiting on tables and clearing them.

6. Washing, starching, and ironing by hand or domestic machine.

7. Assisting handicraft workers in preparing materials to be used in making handicraft articles and performing the simpler and more routine work in the making of handicraft articles.

8. Performing routine gardening work, such as hand planting, hoeing, weeding, spraying, gathering vegetables, fruits, etc.

Qualifications

Good physical condition and the ability to follow instructions. Food handler's license or certificate where required.

HOD CARRIER

Intermediate

Job Description

Under immediate supervision, to carry materials to and tend bricklayers, stonemasons, or plasterers, and to perform related work.

Typical Tasks

1. Assisting bricklayers, stonemasons, or plasterers in the erection of their working platforms.
2. Sprinkling walls.
3. Carrying mortar, brick, hollow tile, cement block or stone.
4. Cleaning up after the mechanics have finished their work.
5. Assisting in the placing of heavy stone, lintile and headers.

Qualifications

Sufficient construction experience to demonstrate ability to perform work assigned.

NOTE: On small projects, this job may be combined with MORTAR MAKER.

HOISTING ENGINEER

Skilled

Job Description

Under general supervision, to operate a portable gasoline, diesel, steam-powered, or electric hoisting machine, and to perform related work.

Typical Tasks

1. Assisting in and directing the placing and setting up of the machine.

2. Assisting in and directing the rigging of cables, blocks, guys and braces.

3. Assisting in and directing the construction of safety guards.

4. Manipulating the control levers of the machine in the raising and lowering of loads, or in the moving or shifting of heavy or bulky material.

5. Repairing motor, hoisting machine, or its cables.

Qualifications

Sufficient experience in the operation of gasoline, diesel, or steam equipment and hoists to demonstrate ability to perform work assigned.

License if required.

HOUSE MANAGER

Prof. & Tech.

Job Description

Upon assignment, to direct all front-of-the-house activities at a place of performance to coordinate such activities with the backstage operations, and to perform related work.

Typical Tasks

1. Directing the opening and closing of the auditorium.

2. Directing maintenance and other crews, including ushers, janitors, ticket takers, maids, etc.

3. Arranging for proper advertising displays.

4. Assuming the responsibility to see that operations of the auditorium are carried on in accordance with local ordinances for public performances.

5. Cooperating with Stage Manager in an endeavor to coordinate front-of-the-house activities with other back stage activities.

Qualifications

Sufficient experience as a house manager or in related front-of-the-house activities at auditoria or other places of public performance to demonstrate ability to perform work assigned. A minimum of 40 weeks bonafide professional experience attested to by documentary evidence such as press clippings, contracts, programs, etc., is required.

(Revised May 20, 1940)

HOUSEKEEPING AIDE

Unskilled "A"

Job Description

Under supervision, to discharge the normal duties of a housewife in a home, and to perform related work.

Typical Tasks

1. Preparing and cooking food.
2. Caring for children.
3. Laundering.
4. Cleaning and maintaining orderly and sanitary conditions in and about a home.
5. Operating a heating unit.
6. Preparing lists of needed articles such as food, clothing.
7. Giving simple home care to sick as directed by doctor or nurse.

Qualifications

Experience: Sufficient housekeeping experience to demonstrate ability to perform work assigned.

Personal Traits: Freedom from communicable disease. Pleasing personality and reliability.

HOUSE MANAGER

Prof. & Tech.

Job Description

Upon assignment, to direct all front-of-the-house activities at a place of performance to coordinate such activities with the backstage operations, and to perform related work.

Typical Tasks

1. Directing the opening and closing of the theatre.

2. Directing maintenance and other crews, including ushers, janitors, ticket takers, maids, etc.

3. Arranging for proper advertising displays.

4. Assuming the responsibility to see that theatre operations are carried on in accordance with local ordinances for public performances.

5. Cooperating with State Director in an endeavor to coordinate front-of-the-house activities with other back stage activities.

Qualifications

Sufficient experience as a house manager or in related front-of-the-house activities at theatres or other places of public performance to demonstrate ability to perform work assigned. A minimum of one year bonafide professional experience attested to by documentary evidence such as press clippings, contracts, programs, etc., is required.

INSTITUTIONAL TRAINING AIDE

JOB DESCRIPTION — Unskilled "A"

Under supervision of the regular professional staff of hospitals or other institutions sufficiently large to permit the assignment of training duties to staff members to, assist in the care of sick and convalescent persons and to perform related duties as assigned.

TYPICAL TASKS

1. Performing limited care of patients as, answering call bells, carrying meal trays, keeping rooms clean and orderly and at the direction of a nurse to perform services for the patient.

2. Assisting in institutional kitchen and serving pantry in the preparation and cooking of food and performing other miscellaneous work related to the diet kitchen.

3. Practicing ward housekeeping and hygiene; care of equipment, furniture, linens; removal of stains; disposal of refuse.

4. Studying hygiene and physical care, mental, physical and emotional reaction to illness, normal structure and functions of the body; methods of communication and prevention of disease; methods of sanitation, and non-professional sick room procedures.

QUALIFICATIONS

Completion of at least 8 grades of school or its equivalent and physical strength sufficient to perform duties assigned.

Health certificate where required.

(Added October 29, 1941)

INSTRUMENT MAN

Skilled

Job Description

Under direction, to set up and operate a transit or level to determine angles or grades, and to perform related work.

Typical Tasks

1. Performing work of average difficulty involved in setting up and correctly adjusting a transit or level.
2. Observing angles or levels.
3. Operating and caring for survey instruments.
4. Taking care of a field party in the absence of chief of party.
5. Taking and recording necessary notes and survey data and placement of reference.
6. Taking soundings.
7. Establishing survey stations and bench marks.

Qualifications

Education: Training equivalent to high school graduation.

Experience: At least two years' successful experience as a rodman and instrument man on construction highway or land surveying or as assistant in sounding operations, demonstrating ability to perform work assigned;

or

Education: Training equivalent to graduation from recognized school of engineering.

Experience: At least one year survey experience as a transitman or of the nature set forth above under Experience (and with either of the above combinations).

Knowledge: Working knowledge of standard surveying practices for preliminary and final surveys and profile levelings of mathematics and survey calculations and of use of slide rule, of survey party signals, of methods of staking out sites for various kinds of construction.

Personal Traits: Accuracy, good hearing and eyesight, neatness in note-keeping.

(November 10, 1939)

JACKHAMMER OPERATOR

Intermediate

Job Description

Under supervision, to operate and maintain a portable drilling or paving-breaking machine powered by compressed air or electricity, and to perform related work.

Typical Tasks.

1. Connecting air hose to machine.
2. Fastening desired bit into chuck.
3. Operating machine in the breaking of asphalt, concrete or frozen ground in trenching work.
4. Operating machine in the breaking of concrete walls, floors, or vaults in demolition work.
5. Drilling, blasting holes in rock or hard ground at designated locations.
6. Using a hammer bit in driving sheet piling.

Qualifications

Sufficient experience in the use of a jackhammer or in related construction and woodwork to demonstrate ability to perform work assigned.

JANITOR

Unskilled "B"

Job Description

Under supervision, to clean in and about a building and to operate the heating and ventilating systems, to act as a handy man, and to perform related work.

Typical Tasks

1. Operating heating and ventilating systems.
2. Removing ashes and trash, emptying waste baskets, sweeping and mopping floors, dusting and washing fixtures.
3. Scrubbing floors, porches and walks.
4. Doing general cleaning and maintenance work.
5. Making minor repairs to equipment.

Qualifications

Knowledge: Knowledge of the operation of simple heating unit and other mechanical devices in his charge.

Personal Traits: Reliability.

JET MAN

Intermediate

Job Description

Under immediate supervision, to assist a pile driver operator by handling a jet, and to perform related work.

Typical Tasks

1. Preparing socket for pile by operating jet in proper location.

2. Plumbing the pile by use of bar and pry.

Qualifications

Sufficient experience in operating a jet or as a pile driver's helper to demonstrate ability to perform work assigned.

A1073

No. E-9, Appendix A
Section 10
Accountant

JUNIOR ACCOUNTANT

Skilled

Job Description

Under general supervision, to analyze and interpret the relationship between financial records of a business or an organization; to supervise accounting clerks and other clerical workers in keeping accounts; and to perform related work.

Typical Tasks

1. Having immediate responsibility for, and charge of, keeping the books for a project, a section, or small unit.

2. Supervising accounting clerks and other clerical workers and checking their work.

3. Compiling cost statistics.

4. Performing work of average difficulty involved in carrying out accounting investigations requiring the application of general commercial accounting principles and methods.

5. Computing and maintaining records of cost of operation of project.

Qualifications

Education: Training equivalent to high school graduation with major courses in bookkeeping and accounting, or two years at an approved school of accounting.

Experience: At least two years successful experience in responsible bookkeeping or accounting work which would demonstrate ability to perform work assigned.

Knowledge: Working knowledge of accounting practices, methods and procedures.

Personal Traits: Accuracy, reliability.

(May 20, 1940)

JUNIOR BOOK REPAIRER

Unskilled "A"

Job Description

Under immediate supervision, to do simple repair and cleaning work on books, pamphlets and other library materials, and to perform related work.

Typical Tasks

1. Checking page numbers and listing missing pages.
2. Removing book covers.
3. Inserting missing pages to complete volumes.
4. Mending tears, inserting page corners, tipping in loose pages, maps, illustrations, etc., reinforcing edges of covers and pages.
5. Removing cloth from cover boards, cutting and trimming cover boards.
6. Making covers, recasing, reinforcing contents and completing repair of book.

Qualifications

Accuracy, neatness, and manual dexterity, and ability to carry out instructions.

JUNIOR CLERK

Unskilled "A"

Job Description

Under immediate supervision to perform simple, routine, repetitive office work carrying little responsibility, and to perform related work.

Typical Tasks

1. Receiving, opening, time stamping, sorting, distributing, collecting and dispatching mail.

2. Addressing and stuffing envelopes.

3. Acting as a receptionist, meeting callers and referring them to proper authorities and keeping records of callers.

4. Filing correspondence, clippings or card records according to prescribed system, clipping new material for files and locating material in files.

5. Storing and distributing office supplies.

6. Operating simple office machines as mimeograph and addressograph and assisting in operation of others.

7. Sorting, assembling or stapling papers.

8. Keeping simple records.

9. Working under direction of and assisting senior clerk, stock clerk, or others.

Qualifications

Experience: Office experience is desirable.

Personal Traits: Ability to write legibly, clerical aptitude, neatness.

NOTE: See also SENIOR CLERK for work involving greater responsibility and more difficult clerical tasks.

(November 10, 1939)

JUNIOR COOK

Job Description — Unskilled "A"

Under supervision to assist a cook on a large unit in preparing, cooking, and serving foods or canning foods; or to assume charge of five or fewer workers on a small unit and to assist them in doing routine cooking, canning, cleaning, and other related tasks.

Typical Tasks

1. Assisting a cook on a large unit in preparing, cooking and serving food.
2. Overseeing and assisting unskilled workers in preparing, cooking, and serving food and in preparing and canning food.
3. Preparing and serving school lunches without assistance.
4. Preparing, serving, and distributing special diets in accordance with designated standards under direction of dietition.
5. Assisting in keeping the kitchen, utensils, and dishes and storeroom in clean and orderly condition.
6. Keeping simple records of foods used and lunches served.
7. Preparing lists of needed food and small equipment.

Qualifications

Sufficient experience in preparing and handling food to demonstrate ability to perform work assigned.

Good physical condition and Food Handlers' Certificate where required.

JUNIOR ENGINEERING RECORDER

Intermediate

Job Description

Under immediate supervision, to record data and do other clerical work of average difficulty for a surveying party and to perform related work.

Typical Tasks

1. Keeping survey notes pertaining to lines, grades and elevation angles.

2. Putting down relevant information, such as monument locations, land and reference markers.

3. Reporting on topography of country observed.

4. Assisting Engineering Recorder.

Qualifications

Education: Training equivalent to high school education with special study in mathematics or engineering.

Experience: Sufficient experience with surveyors or engineering crews to demonstrate ability to keep field notes.

Knowledge: Working knowledge of standard survey practices, of mathematics and simple survey calculations; should know an approved method for keeping notes of survey data.

Ability: Ability to print neatly, rapidly, and accurately.

See: ENGINEERING RECORDER

(May 20, 1940)

JUNIOR LIBRARY CLERK

Unskilled "A"

Job Description

Under immediate supervision, to render general assistance in the operation of a library by the performance of the simplest routine tasks not involving contact with the public, and to do such other work as may be required.

Typical Tasks

1. Shelving books and getting books from shelves and keeping book collection in order.
2. Pasting plates, pockets and slips in books.
3. Cutting, opening and collating books.
4. Mounting clippings and pictures.
5. Putting magazines and pamphlets in paper covers and incidental repair and cleaning of books.
6. Packing and unpacking of books.
7. Delivering books to shut-ins.

Qualifications

Neatness, accuracy, and aptitude for simple clerical processes.

JUNIOR PHYSICAL SCIENTIST

Skilled

Job Description

Under supervision, to assist a professional worker in some specialized field of the physical sciences, to do simple routine work in some specialized field of the physical sciences, and to perform related work.

Typical Tasks

1. Carrying out simple or elementary experiments in a specialized field of physical science.

2. Preparing samples for index, classification and analysis.

3. Assisting a physical scientist in the performance of his duties in a specialized field of physical science.

4. Assembling materials for experiments.

5. Doing routine work of varied nature incidental to carrying on functions of laboratory.

6. Performing incidental mathematical and statistical computations in carrying on experiments.

Qualifications

Education: At least two years of college work with courses in a specialized field of physical science.

Experience: At least two years responsible work in a specialized field of the physical sciences or related fields. An additional year of college or postgraduate study may be substituted for each year of experience.

Knowledge: Familiarity with some specialized field of the physical sciences, laboratory procedure and routine.

Note: See PHYSICAL SCIENTIST

JUNIOR RECREATION LEADER

Intermediate

Job Description

Under general supervision, to act as a leader of recreation activities for community groups and to perform related tasks.

Typical Tasks

1. Conducting programs in athletics and sports, recreational drama, recreational music, art and crafts or social recreation, as prescribed by superiors.

2. Conducting playground activities.

3. Directing activities of recreation attendant.

4. Caring for, checking, collecting and distributing materials and equipment (where there is no recreation attendant.)

5. Making routine reports.

Qualifications

Knowledge: Knowledge of general playground and other recreational equipment and of rules of useful games and activities.

Ability: Ability to lead a group of children and adults.

Personal Traits: Personality to deal with children and adults.

NOTE: In distinguishing between the job titles, JUNIOR RECREATION LEADER and RECREATION LEADER, the following factors should be considered:

(a) Latitude allowed in judgment and responsibility. The title JUNIOR RECREATION LEADER does not include organization of community facilities and resources.

(b) If the job is one of assisting a RECREATION LEADER, SENIOR RECREATION LEADER, or RECREATION DIRECTOR in group leadership, the general direction coming from one of these superiors, then the title may be JUNIOR RECREATION LEADER.

JUNIOR SOCIAL SCIENTIST

Skilled

Job Description

Under supervision, to assist a professional worker in a specialized field of social sciences, to do simple routine work in a specialized field of the social sciences, and to perform related work.

Typical Tasks

1. Carrying out the simple research assignments in a specialized field of the social sciences.

2. Collecting and combining data in a specialized field of the social sciences.

3. Assisting in conducting field surveys.

4. Assisting in the analyzing, classifying, describing and indexing of specimens and data in a specialized field of the social sciences.

5. Assisting in the preparation of reports on studies and experiments in a specialized field of the social sciences.

6. Assisting a social scientist in the performance of his duties in a specialized field in the social sciences.

Qualifications

Education: At least two years of college with courses in a specialized field of the social sciences.

Experience: At least two years responsible work in a specialized field of the social sciences or related fields. An additional year of college or postgraduate study may be substituted for each year of experience.

Knowledge: Familiarity with some specialized field of the social sciences.

JUNIOR TEACHER
(Nursery Schools)

Intermediate

Job Description

Under supervision of a Principal or Assistant Teacher (Nursery Schools), to aid in conducting educational activities for nursery school children, arranging for their emergency care, and to perform related work as assigned.

Typical Tasks

1. Aiding in the habit training of children in such activities as eating, sleeping, social adjustments, emctional stability, and self-dependence.

2. Carrying on any phase of nursery school routine as directed.

3. Supervising children's play activities as directed.

4. Caring for children during sleep period.

5. Aiding in giving children experiences in such educational activities as beginnings in art, music, science, literature, etc.

6. Contacting homes and parents as directed.

7. Guiding children and setting an example for them in such matters as hygenic habits, courtesy, and poise.

8. Keeping records and preparing reports as required.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. The determination of this shall be in accordance with the provisions of operating procedures applicable to the Child Protection Program.

(Added October 1, 1942)

JUNIOR TIMEKEEPER

Intermediate

Job Description

Under immediate supervision to keep time for workers on a single project unit, or in conjunction with other Junior Timekeepers on large projects, and to perform related work.

Typical Tasks

1. Recording attendance of employees daily and making necessary checks in connection therewith.

2. Checking daily at required intervals whether workers are present at assigned duties.

3. Maintaining time records relating to the use of equipment.

4. Preparing and certifying time report when required.

5. Preparing time sheets from attendance records and other required reports as required.

6. Representing Division of Finance in accordance with instructions.

Qualifications

Education: Training equivalent to two years of high school or one year of business school.

Experience: At least one year of successful experience in clerical work demonstrating ability to perform assigned work, or successful completion of WPA training course for timekeepers.

Personal Traits: Reliability and accuracy.

See Also: TIMEKEEPER, Skilled and SENIOR TIMEKEEPER, Professional and Technical.

(This person is administratively responsible to the project supervisor, and technically responsible to the Division of Finance.)

(Revised May 20, 1940)

JUNIOR TYPIST

Unskilled "A"

Job Description

Under immediate supervision, to do simple routine typing work such as straight copy of no more than average difficulty, and to perform related work.

Typical Tasks

1. Typing copies from rought drafts, etc., of no more than average difficulty.

2. Typing addresses, labels, record or index cards, folders, jackets, tabs.

3. Filling in blank forms with simple data gathered by others.

4. Doing related clerical duties.

Qualifications

Ability to type accurately at fair speed and clerical aptitude.

KETTLE MAN

Intermediate

Job Description

Under immediate supervision, to melt lead, tar asphalt, etc., in a kettle or other container, and to perform related work.

Typical Tasks

1. Removing material from container and breaking it into small pieces.

2. Building fire under kettle, adding material, stirring the material continually, controlling fire to keep material at the correct temperature and consistency.

3. Ladling and transporting melted material.

Qualifications

Sufficient experience as a kettle man or in plumbing, waterproofing, or roofing shops to demonstrate ability to perform work assigned.

LABORATORY ASSISTANT

Skilled

Job Description

Under supervision, to make tests and otherwise assist in technical work in a scientific laboratory, and to perform related work.

Typical Tasks

1. Making special experiments or tests requiring technical knowledge of a particular field.
2. Setting up ordinary laboratory apparatus and operating it.
3. Preparing samples for examination or analysis.
4. Serving as helper in setting up unusual or complex laboratory apparatus.
5. Making chemical analysis.
6. Testing standard weights.
7. Preparing re-agents and stock solutions, running filtrations, evaporations, or other simple laboratory operations.
8. Operating laboratory equipment, such as electric, gas, oil furnaces and assisting in keeping such apparatus in working order.
9. Preparing reports on investigations.

Qualifications

Education: Training equivalent to graduation from high school.

Experience: At least three years hospital or other laboratory training or equivalent experience which demonstrates ability and aptitude for routine laboratory tests

or

Education: Training equivalent to college graduation with major courses in physical sciences.

Experience: At least one years hospital or other laboratory training or equivalent experience and with either of the above education qualifications.

Knowledge: Of organic chemistry and biology.

Personal Traits: Carefulness, accuracy and reliability.

(November 10, 1939)

LABORER

Unskilled "A"

Job Description

Under immediate supervision, to perform general manual and laboring work of a simple and routine nature.

Typical Tasks

1. Using pick, shovel or other laborer's hand tools in construction and excavation work.
2. Placing bars or rods on road construction work.
3. Using wheelbarrows, carrying boards, timber, etc, and running errands.
4. Puddling, shoveling and spreading concrete.
5. Performing simple routine work in preparation, cultivation and fertilization of soil, seeding ground and spraying.
6. Trimming hedges or trees, hoeing shrubbery, watering lawns, pulling weeds and using lawnmower.
7. Doing hand grading, smoothing sides, leveling bottoms of excavations and other excavation work that cannot be done by machine.
8. Doing general cleaning work in and around buildings, grounds and walks.
9. Loading and unloading materials.
10. Assisting in erection of scaffolds and runways.
11. Acting as flag man or water carrier when required by foreman.
12. Assisting workers in higher classifications as directed.

Qualifications

Good physical condition, and, if required, physical strength to perform heavy manual labor.

NOTE: See HELPERS to various skilled trades, LABORER (Tunnel & Trench), WRECKER, etc., in intermediate classification for semi-skilled labor work.

(Revised May 20, 1940)

LABORER (TUNNEL AND TRENCH)

Intermediate

Job Description

Under immediate supervision, to work under hazardous conditions with common laborer's hand tools and to perform related work under the following circumstances:

1. In a shaft, ditch or trench more than twelve feet deep;

2. At the bottom of any ditch where shovelboards are necessary, or where multiple lifts are involved;

3. In a tunnel, working as a mucker;

4. Establishing the final grade and shaping the bottom of a ditch or trench regardless of depth preparatory to pipe laying.

Typical Tasks

1. Using common laborer's hand tools in digging in shafts, tunnels, or well excavations.

2. Assisting in shoring or installation, if mechanical shores are used.

3. Working in hazardous locations in tunnel, shaft, or well excavation operations.

Qualifications

Experience: Sufficient experience as a laborer, mucker, or bottom man in shaft or tunnel work to demonstrate ability to perform work assigned.

Knowledge: Knowledge of proper shoring methods; of hazards involved in tunnel or shafts.

Ability: Ability to work under adverse conditions.

Personal Traits: Good physical condition.

Note: The use of this title is restricted to persons performing work described above. For other laboring work, see LABORER in the Unskilled A Wage Class.

LATHER

Skilled

Job Description

Under general supervision, to apply wood, metal or composition lath to studding or other framework.

Typical Tasks

1. Erecting light iron framework to which laths are to be fastened and erecting a scaffold.

2. Fastening framework, hangers, brackets, clips, anchors, furring strips, corner beads, and molding in place.

3. Placing lath in position and fastening it to wall or ceiling.

4. Cutting openings in lath for electrical fixtures and heating or ventilating pipes or fixtures.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: In some localities, this job may be combined with that of REINFORCING STEEL WORKER.

LAUNDRY WORKER

Unskilled "B"

Job Description

Under immediate supervision, to perform routine work entailed in the laundering of garments or flat goods, and to perform related work.

Typical Tasks

1. Hand-washing, starching or ironing.
2. Feeding flatwork to flatwork ironer.
3. Receiving and folding flatwork.
4. Starching, drying, dampening collars and running through collar mangle.
5. Operating dryers.
6. Finishing with hand iron.
7. Checking materials against lists.
8. Bundling finished work.
9. Mending clothing by hand or machine.

Qualifications

Ability: Ability to operate machine to which assigned, or to learn how to operate it within a short time and manual dexterity.

Personal Traits: Good physical condition.

LAWYER

Prof. & Tech.

Job Description

Upon assignment, to perform responsible professional work involved in the interpretation and application of common and statute law, and to perform related work.

Typical Tasks

1. Preparing legal documents for presentation before formal hearings.
2. Furnishing expert critical advice in connection with legal problems or policies.
3. Supervising others in the collection and collating of material involving the use of legal principles and phraseology.
4. Doing legal research.

Qualifications

License to practice law in the state.

LIBRARIAN

Prof. & Tech.

Job Description

Upon assignment to do library work of more than ordinary difficulty and responsibility, and/or of a character involving the application of modern library techniques.

Typical Tasks

1. Administering a library, branch library, or county extension system including service from, and incidental driving of a book-truck or bookmobile.

2. Classifying, cataloging, and indexing books, pamphlets and periodicals.

3. Preparing reading lists and suggesting reading to students or to the public.

4. Furnishing expert advice in connection with the library problems or policies.

5. Supervising a group of workers in the lower classifications.

Qualifications

Graduation from an accredited college or university including one year of training in library school accredited by the American Library Association. (Two years experience in a position directing or doing administrative work in connection with a recognized public or school library may be substituted for the educational requirement.)

(Revised May 20, 1940)

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LIBRARY ASSISTANT

Skilled

Job Description

Under general supervision to assist in or perform technical library operations, to maintain branch libraries, reading rooms, large agencies of county library extension systems, and to perform related work.

Typical Tasks

1. Maintaining prescribed standard extension service records and other necessary project records.

2. Maintaining library extension agencies including operation and incidental driving of booktrucks and bookmobiles.

3. Assisting in classifying and cataloging books, pamphlets and other library materials or doing independent, skilled work in assisting a professional cataloger.

4. Recommending reading matter and compiling general reading lists.

5. Filing catalog cards in complicated library catalogs and checking complicated shelf-lists.

6. Supervising a number of senior library clerks and/or other assistants.

7. Assisting in all types of reference work.

Qualifications

Education: High School education or equivalent educational training.

Experience: Sufficient applicable experience to demonstrate ability to perform library work specified.

Ability: Proficiency in typing or other clerical duties; ability to plan, direct and coordinate the work of others.

Personal Traits: Accuracy, neatness, courtesy, mental and physical alertness.

(May 20, 1940)

LIBRARY CLERK (Supervising)

Skilled

Job Description

Under general supervision, to assist in or perform technical library operations, to maintain branch libraries, reading rooms, county library extension agencies, and to perform related work.

Typical Tasks

1. Maintaining the prescribed standard extension service records together with other necessary project records.

2. Maintaining library extension agencies including operation and incidental driving of book trucks and bookmobiles.

3. Assisting in classifying and cataloging books, pamphlets and other library materials or dling independent, skilled work in assisting a professional cataloger.

4. Recommending reading matter and compiling general reading lists.

5. Filing catalog cards in complicated library catalogs and checking complicated shelf lists.

6. Supervising a number of senior library clerks and/or other assistants.

7. Assisting in all types of reference work.

Qualifications

Education: High School education or equivalent educational training.

Experience: Sufficient applicable experience to demonstrate ability to perform library work specified.

Ability: Proficiency in typing or other clerical duties; ability to plan, direct and coordinate the work of others.

Personal Traits: Accuracy, neatness, courtesy, mental and physical alertness.

LIGHTKEEPER (Triangulation)

Skilled

Job Description

Under direction, to set up and operate light signals used on triangulation observing, to perform related work concerning the placement and operation of various day and night light signals.

Typical Tasks

1. Operating and caring for observing lights and signals.

2. Performing work of average difficulty involved in setting up and focusing light signals.

3. Signalling observer by code concerning operation and observing of signals.

Qualifications

Education: Training equivalent to high school education.

Experience: At least two years successful experience as a rodman-chainman and instrument man on general surveys. General knowledge of requirements for triangulation observing.

Knowledge: Knowledge of code used in signaling when angles are being observed.

Personal Traits: Accuracy, good hearing and eyesight, ability to climb observing towers.

LINEMAN

Skilled

Job Description

Under general supervision, to erect, install, maintain or repair power lighting and communication systems, and to perform related work.

Typical Tasks

1. Splicing light and power wires, installing telephone or signal equipment and installing light and power equipment.

2. Splicing, soldering, and insulating connections.

3. Using testing equipment.

4. Mounting insulators on timbers and other supports.

5. Connecting wiring system to power source.

6. Climbing poles.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the craft.

NOTE: See ELECTRICIAN.

LINOLEUM LAYER

Skilled

Job Description

Under general supervision, to apply linoleum or similar flooring material to finished or unfinished surfaces, and to perform related work.

Typical Tasks

1. Preparing surface to which floor covering is to be applied.

2. Disconnecting, removing, replacing and reconnecting equipment such as radiators that obstruct the floor surface to be covered.

3. Selecting, measuring and cutting floor covering material.

4. Fitting floor covering.

5. Rolling the finished floor covering surface with hand roller.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satsifactory work at the trade.

MACHINIST

Skilled

Job Description

Under general supervision, to manufacture or repair engines, machines, and machine tools, and to perform related work.

Typical Tasks

1. Studying blueprints, sketches, or damaged machine parts and determining what machining is required.

2. Selecting appropriate metal casting, forging, or rolled stock from which to machine the required part.

3. Operating a power hacksaw, metal working machinery, such as engine lathe, miller, shaper, drill press, etc.

4. Shaping metal by hand with files, chisels and scrapers.

5. Sharpening cutting tools.

6. Assembling, installing, altering, or repairing machinery as directed.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

MACHINIST'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a machinist to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Doing simple and routine tasks involved in bench, machine, or hand tool work.

2. Assisting in manufacturing of machine parts.

3. Assisting in assembling, installing, altering machinery.

4. Assisting machinist as directed.

Qualifications

Sufficient experience helping machinists or in the use of machinists' tools to demonstrate ability to perform work assigned.

MAID

Unskilled "B"

Job Description

Under immediate supervision, to assist in maintaining comfortable and sanitary conditions in hospitals, libraries, nursery schools, restrooms, and similar places, and to perform related work.

Typical Tasks

1. Assuming responsibility for the cleanliness and orderliness of lavatory fixtures and restrooms.

2. Maintaining proper ventilation and a sufficient supply of soap and towels.

3. Assisting persons who use lavatories and restrooms.

4. Checking hats and coats.

Qualifications

Freedom from communicable disease.

Pleasing personality.

When employed at a nursery school, this person should be of such disposition and character as would be acceptable in working around young children.

MARBLE SETTER

Skilled

Job Description

Under general supervision, to prepare and set marble slabs or blocks, and to perform related work.

Typical Tasks

1. Preparing marble slabs.
2. Preparing the surface to receive the marble.
3. Setting the marble according to pattern.
4. Grouting the joints.
5. Cleaning tile surfaces.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

MARBLE-SETTER'S HELPER

Intermediate

Job Description

Under immediate supervision to assist the marble setter, to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Assisting with the erection of scaffolding.
2. Preparing mortar.
3. Assisting in lifting and fastening marble slabs.
4. Cleaning and polishing surfaces as directed.

Qualifications

Sufficient experience helping a marble setter and in the mixing of mortars to demonstrate ability to perform the work assigned.

MATERIAL INSPECTOR

Skilled

Job Description

Under direction, to inspect materials on engineering and construction projects to insure compliance with contracts and codes, and to perform related work.

Typical Tasks

1. Inspecting materials to verify quality, quantity, condition, and weight.

2. Inspecting materials to insure compliance with contracts, plans, specifications, and regulations.

3. Performing necessary inspection work in connection with procurement or fabrication of material.

4. Ordering corrective measures where necessary.

5. Making necessary progress reports.

Qualifications

Education: Training equivalent to high school graduation is desirable.

Experience: At least three years successful experience in inspection, manufacture, and installation or use of materials to which he is assigned to inspect. Experience of one of the trades is desirable.

Knowledge: Working knowledge of standard practices, customs and materials of construction; of carpentry, masonry, concrete, and general structural work; of standard building regulations, fire underwriters' rules and other codes applying to construction work where necessary.

Ability: Ability to work from oral or written instructions or drawings, specifications, schedules or blue prints; make necessary calculations to determine fulfillment of specification.

Personal Traits: Accuracy, integrity and reliability.

(November 10, 1939)

MESSENGER

Unskilled "B"

Job Description

Under supervision, to collect and deliver messages, mail, supplies, or materials between departments, offices, or individuals, and to perform related work.

Typical Tasks

1. Collecting or delivering documents, messages, or papers.
2. Answering call bells.
3. Distributing office supplies.
4. Performing light and simple manual or mechanical tasks in an office.
5. Performing simple clerical tasks, as assembling, folding and inserting forms in envelopes.
6. Sealing and opening mail.
7. Making and addressing packages.
8. Running errands.

Qualifications

Clerical aptitude.

MORTAR MAKER

Intermediate

Job Description

Under immediate supervision, to mix mortar or plaster with laborer's hand tools or with a mechanical mortar mixer, and to perform related work.

Typical Tasks

1. Preparing plaster and white coat.
2. Preparing mortar.
3. Assisting in the erection of scaffolds and ramps.
4. Cleaning equipment used.
5. Supplying mechanics with various materials.

Qualifications

Experience: Sufficient experience as a laborer about construction jobs or as mortar mixer, to demonstrate ability to perform work assigned.

Personal Traits: Good phycical condition and strength to lift heavy objects.

NOTE: On small projects may be combined with HOD CARRIER or STONE MASON'S Helper.

(November 10, 1939)

MOTION PICTURE OPERATOR

Skilled

Job Description

Upon assignment to operate a motion picture machine and to perform related tasks.

Typical Tasks

1. Operating various types of motion picture machines and accessories.

2. Winding or rewinding film, repairing and splicing films.

3. Maintaining and caring for equipment.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

MOTORBOAT OPERATOR

Intermediate

Job Description

Under supervision, to operate and maintain a gasoline-driven passenger or work boat, and to perform related work.

Typical Tasks

1. Operating motorboat in transporting workers, tools or materials.

2. Assisting in locating floating work rings.

3. Towing barges, piles, or other floating equipment and material.

4. Maintaining and caring for the equipment.

Qualifications

Experience: Sufficient boating experience to demonstrate a general nautical knowledge necessary to perform work assigned.

Knowledge: Knowledge of harbor rules and regulations and of gasoline engine operation.

MOTOR PATROL OPERATOR

Skilled

Job Description

Under general supervision, to operate a motor patrol or power grader in shaping roadways, ditches, shoulders, etc., and to perform related work.

Typical Tasks

1. Smoothing surface of road beds in preparation for finishing material.

2. Shaping roadbeds, ditches and shoulders.

3. Maintaining and caring for equipment.

Qualifications

Sufficient experience in operating a motor patrol grader and other surfacing machinery, including general knowledge of gasoline and diesel motors, to demonstrate ability to perform work assigned.

MUSIC ARRANGER

Prof. & Tech.

Job Description

Upon assignment, to make musical arrangements and transcriptions of a composer's works.

Typical Tasks

1. Writing, transcribing, arranging, and scoring music works for all instruments and voices.

2. Composing variations and missing parts.

Qualifications

Education: Common school; at least six years of music training.

Experience: At least four years of active professional experience in music work with demonstrated ability in the writing of transcriptions, arrangements and scoring of music works for all instruments and voices.

Knowledge: Technical knowledge of terminology, theory, and harmony, music analysis, counterpoint, composition, form and style, and music history.

Ability: To write, transcribe, arrange, and score music works for all instruments and voices with a high degree of accuracy and facility, and with flexibility to meet emergencies.

Personal Traits: Good eyesight and music penmanship.

MUSIC COPYIST

Skilled

Job Description

Under supervision, to make copies of music from manuscripts and scores.

Typical Tasks

1. Making accurate and legible pen and ink copies of scores, parts of scores, or extractions therefrom.

Qualifications

Education: Common school and at least four years of music training.

Experience: At least two years practical experience in music copying with demonstrated ability in accurate and legible copying of scores and parts with all standard demarcations.

Knowledge: Technical knowledge of the elements of music, terminology and music symbols.

Ability: To copy scores and parts accurately and legibly with a reasonable facility and with flexibility to meet emergencies.

Personal Traits: Good eyesight and music penmanship.

NOTE: See SENIOR MUSIC COPYIST in the professional and technical classification.

MUSIC DIRECTOR

Prof. & Tech.

Job Description

Upon assignment, to select, develop and direct the musical program of an operatic presentation, and to perform related work.

Typical Tasks

1. Selecting a suitable musical score or accompaniment to be used in connection with the production of an opera or other dramatic form of presentation.

2. Directing the arrangement of such music.

3. Rehearsing orchestras, choruses and soloists for the performance of such music.

4. Directing the performance of such music in connection with operatic presentation.

Qualifications

Education: Training equivalent to university or college degree with special credits in music is desirable.

Experience: At least one year of bonafide professional engagements as a music director or in related fields. Extensive experience in directing orchestras or choruses.

Knowledge: Knowledge of the methods of stage production and musical accompaniments or underscoring, of the fundamentals of music, including harmony, arranging, counterpoint, etc.

MUSIC LIBRARIAN

Skilled

Job Description

Under supervision, to file, catalogue and distribute music scores, parts and solo compositions in quantity.

Typical Tasks

1. Maintaining in good condition and in proper order, scores, parts and solo works, filing and cataloging all music for which he is responsible.

2. Keeping current records of the distribution of such music.

Qualifications

Education: Common school and at least three years of music training.

Experience: At least two years of active professional experience as music librarian with demonstrated ability to keep all music in good condition, in proper sequence, and to arrange for replacements of worn or missing parts.

Knowledge: Technical knowledge of the elements of music, terminology, the instrumentation of all parts of musical units, such as orchestras, bands, instrumental and vocal ensembles.

Ability: To keep accurate current records of all music in the library, to keep music in good condition, filed, catalogued and safe, and to identify at sight, scores and parts.

NOTE: See SENIOR MUSIC LIBRARIAN in the professional and technical classification.

A1076

MUSIC TEACHER

Skilled

Job Description

Upon assignment as instructor, to do work of a professional nature in the field of music education, to direct and guide the musical education of children and/or adults in group performance, appreciation and history of music.

Typical Tasks

1. Instructing, guiding and directing instrumental and singing groups, children and/or adults, in learning and developing musical skills and appreciation.

Qualifications

Education: High school graduation or its equivalent and at least six years of music training, two of which must have been in some phase of music education acceptable for credit or certification in a school of recognized standing.

Experience: At least two years successful and consistent professional experience as a teacher of applied music and some experience in group instruction.

Knowledge: Technical knowledge of the elements of music, ear training and sight singing, theory and harmony, terminology, form and style, history and appreciation, and music methods.

Ability: To read at sight, easily, selections from standard teaching material for beginners in applied music classes (piano, strings, or voice) to play simple accompaniments and examples of teaching materials.

(Revised May 20, 1940)

MUSICIAN

Skilled

Job Description

Under supervision as an instrumentalist or vocalist of recognized standing in the field of music, to perform in a musicianly manner, as a soloist or in collaboration with others, showing a usable technic and interpretive ability.

Typical Tasks

1. Doing solo, ensemble, band or orchestral work in the rendition of classical or popular music.

2. Rehearsing regularly in preparation for public appearances.

Qualifications

Education: Common school and at least four years of music training on major instrument or in singing.

Experience: At least two years successful and progressive experience in one or more types of work, such as concert, orchestra, or concert band, dance orchestra, instrumental or vocal ensembles. Must have had some public experience.

Knowledge: A technical knowledge of the elements of theory, terminology, form and style, and music appreciation.

Ability: To read at sight selections from the standard literature written for the instrument or for the voice, and to demonstrate a fair degree of mastery in the following:

Tone (Instrumental or Vocal)
Technique
Rhythm or phrase.
Intelligence in Interpretation
Individuality of Style
Pitch
Breath Technique
Pronunciation (Vocal)

NOTE: See SENIOR MUSICIAN in the professional and technical classification.

NOTE MAN

Intermediate

Job Description

Under general supervision as a member of a surveying party, to read survey notes to, or record data from, the instrument of other members of the party, and to perform related work.

Typical Tasks

1. Keeping survey notes pertaining to lines, grades and elevation angles.

2. Putting down relevant information, such as monument locations, land and reference markers.

3. Reporting on topography of country observed.

4. Assisting surveyor and his crew.

Qualifications

Education: Training equivalent to high school education with special study in mathematics or engineering.

Experience: Sufficient experience with surveyors or engineering crews to demonstrate ability to keep field notes.

Knowledge: Working knowledge of standard survey practices, of mathematics and simple survey calculations; should know an approved method for keeping notes of survey data.

Ability: Ability to print neatly, rapidly, and accurately.

NURSERY HELPER

Unskilled "B"

Job Description

Under supervision, to care for and supervise the play and activities of small children, and to perform related work.

Typical Tasks

1. Giving general assistance in the care and feeding of young children.
2. Keeping children clean.
3. Supervising their play.
4. Reading to a group of children.

Qualifications

Personal cleanliness, reliability, good health and ability to get along with children.

NURSERY SCHOOL ATTENDANT

Unskilled "B"

Job Description

Under supervision, to act as a janitor and general manual assistant on Nursery School Projects, and to perform related work.

Typical Tasks

1. Operating heating and ventilating system of school quarters under proper supervision.
2. Keeping nursery school quarters clean.
3. Making minor equipment repairs.
4. Doing general maintenance work around the project.
5. Assisting teachers on project as directed.

Qualifications

Ability: Ability to handle simple tools and make minor equipment repairs.

Personal Traits: Good physical condition, reliability, pleasing personality.

NOTE: This person may work in close contact with children and should have personal qualifications appropriate to such contacts.

(November 10, 1939)

NUTRITIONIST

Prof. & Tech.

Job Description

Upon assignment, to supervise the preparation of regular and special diets, and to perform related work.

Typical Tasks

1. Planning menus in accordance with physicians' instructions.
2. Planning regular menus for an institution.
3. Planning family menus to fit limited budgets.
4. Directing and supervising cooks, serving and kitchen help in preparation of foods, serving of meals and sanitary handling of dining room, pantry and kitchen equipment in an institution or other place where meals are served.
5. Buying foods.
6. Checking supplies and kitchen requisitions.
7. Instructing others in dietary practices and principles.

Qualifications

Education: High school graduation is desirable.

One year study in foods or nutrition or institutional management in a domestic science school.

Experience: At least two years successful experience as a graduate nurse or dietician demonstrating ability to perform dietetic work.

Knowledge: Working knowledge of practice and theory of dietetics in their various forms; of kitchen management and institutional practice; of nutritive values and qualities of foods; of market prices and food budgets.

Personal Traits: Reliability, tact, neatness and administrative ability.

NOTE: See STEWARD

(November 10, 1939)

OFFICE MACHINE OPERATOR

Intermediate

Job Description

Under general supervision, to operate office machines such as calculating, tabulating, bookkeeping, Card Punching, blueprint or similar machines, and perform related tasks.

Typical Tasks

1. Operating an office machine and auxiliary devices.

2. Transcribing information from machines to forms or compiling necessary reports of work done on machine.

3. Performing simple arithmetical or mathematical calculations with the machine.

4. Recording statistical data on cards, such data being transferred from simple precoded records, or from records to which easily memorized codes apply.

5. Developing, washing, drying, trimming and filing blueprints, mixing chemicals and coating papers.

Qualifications

Education: Common school. High school education is desirable.

Experience: Sufficient experience in operation of office machine to demonstrate ability to handle work. Six months is desirable.

Knowledge: Knowledge of particular machine to which worker is assigned and of related machines.

Personal Traits: Neatness and accuracy.

OILER

Intermediate

Job Description

Under immediate supervision, to clean, oil and grease stationary or portable heavy construction equipment, or factory machinery, and to perform related work.

Typical Tasks

1. Lubricating, fueling and cleaning construction machines.
2. Assisting in making minor repairs and adjustments.
3. Assisting in transporting and setting up machines.
4. Assisting in making pipe-line connection or in bracing tackle.

Qualifications

Sufficient experience as a fireman of steam equipment or in the operation and maintenance of gasoline motors to demonstrate ability to perform work assigned.

PACKER

Unskilled "B"

Job Description

Under immediate supervision, to count, fold, wrap or pack merchandise for distribution.

Typical Tasks

1. Checking size, color and quality of goods received against requisition.
2. Counting, folding and bundling articles.
3. Wrapping with paper and tying with cord or glued tape.
4. Filling and closing bags.
5. Arranging articles neatly in boxes, barrels or cartons.
6. Weighing and recording weights of various commodities.

Qualifications

Manual dexterity.

PAINTER

Skilled

Job Description

Under general supervision, to apply preserving and decorative liquids to interior or exterior surfaces of buildings or other structures, and to perform related work.

Typical Tasks

1. Erecting scaffolding.
2. Preparing surface for painting.
3. Mixing paint to desired consistencies and colors.
4. Applying paint, varnish or similar materials with brush.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

PAPER HANGER

Skilled

Job Description

Under general supervision, to prepare walls to receive paper, to hang the paper and border, and to perform related work.

Typical Tasks

1. Erecting scaffolding.
2. Applying paste.
3. Measuring and cutting paper from roll.
4. Mixing paste to proper consitency and applying it to paper.
5. Placing paper on wall or ceiling in strips.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

PATTERN MAKER (Garment)

Skilled

Job Description

Under general supervision, to draft patterns from designers' sketches and to perform related work.

Typical Tasks

1. Drafting or making patterns from sketches.
2. Grading and scaling patterns to size.
3. Altering patterns for variation without sacrificing correct lines.

Qualifications

Experience: Sufficient experience as a pattern maker in the garment trade to demonstrate ability to perform the work assigned.

Knowledge: Full knowledge of standard sizes in relation to body measurements, the construction and use of various types of textiles, cutting technique, and basic processes of garment fabrication.

Ability: Ability to make constructive suggestions to the designer, sewing or cutting room foreman regarding simplicity of fabrication or better marking of lay for economy of material; to interpret sketches of a designer in drafting patterns that will retain all the essentials of style.

NOTE: The use of this classification shall be restricted to persons employed on a central Pattern and Sample Garment Unit serving a statewide project.

PAVER

Intermediate

Job Description

Under immediate supervision, to lay paving brick, cobble, black stone or similar road-surfacing material from curb to curb or from gutter to gutter on streets or alleys, and to perform related work.

Typical Tasks

1. Preparing bed and dropping brick as a road-surfacing material, cutting starters and bricks around openings.

2. Preparing the bed, selecting and laying cobblestones to a given line as a road surface.

3. Selecting, sizing, shaping and laying granite, asphalt or wood block to a given line as a road surface.

4. Directing the tamping and binding of paving materials.

Qualifications

Sufficient experience in the use of stone working tools and in road construction work to demonstrate ability to perform work assigned.

PAVING-MACHINE OPERATOR

Skilled

Job Description

Under supervision, to operate a self-propelling and distributing asphalt or concrete-mixing machine, and to perform related work.

Typical Tasks

1. Operating the concrete-mixing machinery.
2. Discharging and distributing mixed concrete or asphalt.
3. Maintaining daily records of operation.
4. Maintaining and caring for machine.

Qualifications

Sufficient experience in the operation of a paving machine to demonstrate ability to perform work assigned.

License if required.

PHARMACIST

Prof. & Tech.

Job Description

Upon assignment, to compound medical preparations, etc., according to prescription, and to perform related work.

Typical Tasks

1. Filling prescriptions issued by physicians.

2. Compounding preparations and solutions necessary in pharmaceutical work.

3. Assuming responsibility for pharmaceutical supply shop.

Qualifications

Certification necessary to practice pharmacy in the state.

PHOTOGRAPHER

Skilled

Job Description

Under supervision, to take photographs, develop negatives and make prints, lantern slides and enlargements, and to perform related work.

Typical Tasks

1. Selecting, posing, lighting, arranging and preparing objects for photography.
2. Making portraits, photographing interiors and exteriors, etc.
3. Exposing, developing and completing plates and films.
4. Making prints.
5. Retouching negatives.
6. Enlarging and reducing photographs.
7. Preparing chemical solutions necessary in photography.
8. Preparing lantern slides.
9. Being in responsible charge of a photographic laboratory.

Qualifications

Experience: Completion of apprenticeship or equivalent experience as a photographer, demonstrating ability to perform assigned work; not less than two years practical experience in photographic work.

Knowledge: Working knowledge of practice, materials and processes of photography; of the fundamentals of chemistry and physics related to photography; of the details, design and construction and operation of cameras.

Personal Traits: Carefulness, good eyesight, artistic ability.

PHYSICAL SCIENTIST

Prof. & Tech.

Job Description

Upon assignment, to perform responsible research or laboratory work in connection with a specialized field of the physical sciences, and to perform related work.

Typical Tasks

1. Carrying out research assignments in a specialized field of the physical sciences.
2. Compiling, tabulating and comparing data in a specialized field of the physical sciences.
3. Accepting and combining data collected by various assistants and collating it.
4. Analyzing, classifying, describing and indexing specimens in a specialized field of the physical sciences.
5. Furnishing professional advice in connection with problems pertaining to a specialized field of the physical sciences.
6. Making instrumental observations in a physical laboratory in connection with testing and research activities and keeping records of observations.
7. Interpreting the results of experiments and drawing from such interpretations results of the studies.
8. Conducting field surveys and making spot tests in order to locate specimens.
9. Supervising a group of assistants in carrying out experiments or making surveys relating to a specialized field of the physical sciences.
10. Taking charge of a laboratory and being responsible for the apparatus.
11. Preparing for publication reports on studies and experiments.

Qualifications

Education: Training equivalent to college graduation with major courses in the particular field of the physical sciences to which assigned.

Experience: At least three years responsible professional experience in a specialized field of the physical sciences which would demonstrate ability to handle work assigned.

Knowledge: Working knowledge of a specialized field of the physical sciences and of supporting sciences and their literature. Knowledge of techniques at use in a specialized field of the physical sciences. Working knowledge of scientific and laboratory methods and equipment.

Ability: Ability to plan working details, make assignments, carry on independent professional work in a specialized field of the physical sciences.

NOTE One year of postgraduate study in the specialized or in related fields may be substituted for each year of experience.

PHYSICIAN

Prof. & Tech.

Job Description

Upon assignment, to practice medical service or medical research work, and to perform related work.

Typical Tasks

1. Practicing a particular branch of medicine as a specialist.

2. Examining patients and diagnosing and treating diseases.

3. Supervising X-ray work and interpreting films.

4. Making fluoroscopic examinations.

5. Supervising laboratory procedures.

Qualifications

Certification necessary to practice medicine in the state.

PIANO TUNER

Skilled

Job Description

Upon assignment to adjust the temperament and to tune the piano to a required pitch.

Typical Tasks

1. Tuning pianos to the required pitch or temperament.
2. Making all the ordinary repairs such as replacing worn parts.
3. Cleaning and adjusting the mechanism.

Qualifications

Education: Training in the mechanics of piano tuning and in the repairing of the mechanism.

Experience: At least three years of active experience in tuning of pianos with demonstrated ability to adjust the temperament and tune accurately to the required pitch, and to make the ordinary repairs on the mechanism.

Knowledge: Mechanical knowledge of the construction of pianos, types of pitch and tonal discrimination.

Ability: To adjust the temperament and tune pianos accurately to the required pitch with a high degree of facility and with flexibility to meet emergencies; accurate sense of hearing and sensitivity to tone vibrations.

PILE-DRIVER OPERATOR

Skilled

Job Description

Under general supervision, to operate a steam, diesel or gasoline-powered pile driver, and to perform related work.

Typical Tasks

1. Supervising and assisting in erection of pile-driver and necessary equipment.

2. Driving and extracting pile.

3. Operating an air compressor when using air-operated (pneumatic) power hammer.

4. Inspecting and making adjustments on hoisting engine, repairing and adjusting hammer, assisting in repair and maintenance of pile driver.

Qualifications

Sufficient experience in the operation of a pile-driving machine to demonstrate ability to perform work assigned.

License if required.

PIPE LAYER

Intermediate

Job Description

Under supervision, to lay underground asbestos composition, precast concrete, wood, iron or vitrified pipe for sewer, water, gas, and other utilities, and to perform related work.

Typical Tasks

1. Supervising the preparation of the bed or pipe foundations.
2. Assisting with and directing the placing of heavy pipe.
3. Laying pipe to established lines and grades.
4. Laying tile on drainage pipe at a prescribed depth.
5. Calking or otherwise sealing joints using cement, mortar, tar preparations, etc.

Qualifications

Experience: Sufficient experience in pipe laying and similar work to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of the standard practices, tools, materials and processes of the trade and the hazards of working in trench or ditch.

Ability: Ability to handle tripods and chain blocks in the laying and lining of pipe.

PLASTERER

Skilled

Job Description

Under general supervision, to apply coats of plastic materials, and to perform related work.

Typical Tasks

1. Preparing walls for plastering.

2. Mixing or preparing plaster, mortar, cement and stucco.

3. Applying the plastic materials.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

PLUMBER

Skilled

Job Description

Under general supervision, to install, maintain or repair building and plant service, water-supply and sanitary systems, and to perform related work.

Typical Tasks

1. Selecting pipe of required diameter and measuring and cutting to specified pipe lengths.

2. Cutting, threading and reaming pipe; wiping joints and calking pipe.

3. Screwing fittings on pipe and placing assembled pipe on hangers or supports.

4. Installing gas, water, and sanitary fixtures and equipment with their supports, hangers or foundations.

5. Testing joints and pipe system for leaks.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

PLUMBER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a plumber to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Assisting a plumber in the installation or maintenance of water-supply and sanitary systems.
2. Cutting and threading pipe.
3. Carrying materials and fixtures and running errands.
4. Melting and ladling lead.
5. Stuffing cast-iron joints with oakum.
6. Using pick and shovel in making necessary excavations.

Qualifications

Sufficient experience in plumber's shop or in helping steam fitters or plumbers to demonstrate ability to perform work assigned.

POWDER MONKEY

Intermediate

Job Description

Under immediate supervision, to assist and work under the direction of a blaster, and to perform related work.

Typical Tasks

1. Carrying explosives and blasting material.
2. Stringing wire from hole to starter.
3. Assisting with tamping or other tools as directed.
4. Assisting in covering hole with timber or mats.
5. Warning nearby workers before the explosion.
6. Running errands for the blaster.

Qualifications

Experience: Sufficient experience as a blaster's helper or in quarry-blasting work to demonstrate ability to perform work assigned. License if required.

Knowledge: Knowledge of hazards involved in working with and around explosives.

Personal Traits: Alertness and carefulness.

POWER-SHOVEL OPERATOR

Skilled

Job Description

Under general supervision, to operate gasoline, diesel, air, electric or steam-powered equipment fitted with boom, dipper stick and bucket, for excavating or moving materials, and to perform related work.

Typical Tasks

1. Manipulating power shovel into proper working position.

2. Excavating or back-filling.

3. Caring for and maintaining equipment.

Qualifications

Sufficient experience in the operation of powered digging equipment to demonstrate ability to perform work assigned.

License if required.

PRINCIPAL GROUP LEADER

Job Description — Professional and Technical

Upon assignment to direct, organize, and assist (self-assembled) groups in carrying out a program of activities in accordance with the needs and desires of the respective groups; to develop through these activities interest in a wide variety of programs leading to a better understanding among the individuals of questions and problems closely related to their every-day lives as workers and citizens.

Typical Tasks

1. Meeting and discussing with groups chosen subjects on which it is desired to promote interest.
2. Planning, directing, and assisting in gathering material for research study.
3. Leading discussion groups and classes in research studies.
4. Giving advisory or counselling service on social, economic, or labor legislation.
5. Coordinating activities among the various groups.
6. Training and assisting individuals in the techniques of group leadership.

Qualifications

Degree from a recognized college or university including studies in the social science field, or two years of college work plus two years of successful experience in the same or related field, or sufficient experience in this field of work to demonstrate ability to perform work assigned.

NOTE: The use of this title is restricted to the Workers Service Project.

(Added September 27, 1941)

A4884

No. E-9 Appendix A
Section 10
Principal Teacher
(Nursery Schools)

PRINCIPAL TEACHER
(Nursery Schools)

Prof. and Tech.

Job Description

Under general supervision, to organize and operate nursery schools and preschool play groups; to conduct educational activities for participating children; to arrange for emergency care; and to assist parents in providing for similar development and protection of children in their homes.

Typical Tasks

1. Assuming responsibility for the operation of the nursery school activities.

2. Obtaining lists of eligible children from local welfare bureaus, school principals, etc.

3. Planning physical set-up with staff arrangement of material and equipment for indoor and outdoor play and for emergency care.

4. Preparing daily schedules and assigning duties to staff members.

5. Safeguarding health and physical welfare of children in nursery school and during times of emergency and making morning inspection when there is no nurse.

6. Planning food purchases necessary for nursery school meals and planning meals when there is no regular nutritionist.

7. Giving children experiences in such educational activities as beginnings in art, music, science, literature, etc.

8. Guiding young children so that correct habits in eating, sleeping, social adjustment, emotional stability, and self-dependence may be established.

9. Maintaining cooperative relationships with local sponsors and cooperating agencies and with homes and families of enrolled children.

10. Assuming responsibility for parent education with parents of nursery school children.

11. Keeping necessary records and making reports as required.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. The determination of this will be in accordance with operating procedures applicable to the Child Protection Program.

(Revised October 1, 1942)

PROJECT SAFETY INSPECTOR

Skilled

Job Description

Under supervision, to inspect safety conditions on the project, to assist in the prevention and elimination of occupational hazards, and to perform related work.

Typical Tasks

1. Inspecting safety conditions on the project.
2. Reporting hazardous conditions to the proper authorities.
3. Making recommendations for improving safety conditions on the project.
4. Assuming responsibility to see that local safe practice codes and Federal safety regulations are enforced on the project.
5. Investigating accidents and submitting reports when requested.

Qualifications

Education: Training equivalent to technical school education.

Experience: At least four years experience in safety field obtained by actual construction supervision, or from casualty insurance companies, or with governmental safety departments.

Knowledge: Knowledge of safety codes, Federal safety regulations, construction industry and hazards to be avoided.

Personal Traits: Carefulness, integrity, reliability and quick perception.

PROJECT TECHNICIAN

Description

Under general supervision of a Supervisor, to be responsible for supervising and acting as consultant in the technical phases of operations.

Typical Tasks

1. To devise, inaugurate, and supervise techniques of operation.

2. To maintain high and uniform technical or professional standards.

3. To supervise the preparation, compilation, and maintenance of technical data and reports required for project operation and control.

4. To consult with sponsors and community organizations in development of projects as to the technical phases of operation.

5. To supervise training programs for technical phases of project operation.

Minimum Qualifications

Class 1: Graduation from a four-year high school course, or equivalent, and three years of experience in the same or related field of work. One year of college or special training may be substituted for each year of experience.

Class 2: Graduation from a four-year high school course, or equivalent, and four years of experience in the same or related field of work. One year of college or special training may be substituted for each year of experience.

(Revised March 3, 1942)

Class 3: Degree from a recognized college or university in the same or related field of work, or four years of special training; and two years of experience in the same or related field of work. One year of experience in the same or related field may be substituted for each year of college, university, or special training but the maximum substitution may not exceed two years of experience for two years of college, university, or special training.

Class 4: Degree from a recognized college or university in the same or related field of work, or four years of special training, and three years of experience. One year of experience in the same or related field of work may be substituted for one year of college, university, or special training, but the maximum substitution may not exceed two years of experience for two years of college, university, or special training.

PUMP OPERATOR

Intermediate

Job Description

Under supervision, to operate various types of power-driven pumps on construction jobs, and to perform related work.

Typical Tasks

1. Setting up the pumping apparatus.
2. Digging low spots or sumps to facilitate operation of suction pump.
3. Operating pump.
4. Maintaining and caring for equipment.

Qualifications

Sufficient experience in the operation of centrifugal or diaphragm pumps to demonstrate ability to perform work assigned.

PUPPETEER

Prof. & Tech.

Job Description

Upon assignment, to manufacture and finish puppets and/or to manipulate puppets in a play, and to perform related work.

Typical Tasks

1. Designing, cutting, shaping and assembling puppets.
2. Assembling and operating devices for use in puppet productions.
3. Manipulating puppets in stage productions.
4. Rehearsing for public performance.

Qualifications

Education: Training in puppetry under competent instructors.

Experience: Professional experience in the field of puppetry. This experience should be supported by documentary evidence such as press clippings, programs, etc. Extensive experience with semi-professional groups under professional leadership should be given some weight.

Previous experience in modeling and sculpture and/or previous acting experience which might render the individual of value in the manufacture and/or operation of puppets.

RECREATION ATTENDANT

Unskilled "A"

Job Description

Under supervision, to act as a grounds keeper, equipment checker and general manual assistant at a playground, recreation area or center, and to perform related work.

Typical Tasks

1. Caring for, checking, collecting, and distributing materials and equipment.
2. Making minor equipment repairs.
3. Doing general maintenance work around recreation area.
4. Assisting supervisors in odd jobs around the recreation center.

Qualifications

Ability: Ability to make minor equipment repairs of a simple nature, and ability to read and write.

Personal Traits: Good physical condition, reliability, pleasing personality and should be able to get along with children.

NOTE: The RECREATION ATTENDANT will always be under the general direction of a JUNIOR RECREATION LEADER, a RECREATION LEADER, a SENIOR RECREATION LEADER or RECREATION DIRECTOR, and will not be placed in a position of supervision over others.

RECREATION LEADER

Skilled

Job Description

Under direction and supervision in communities with several recreation units or with considerable latitude of judgment in communities with only one recreation unit, to conduct and direct leisure-time group activities for adults and/or children, and to perform related work.

Typical Tasks

1. Doing leadership work in group drama, music, art and crafts and other activities requiring special skills.
2. Cooperating in making plans for leadership training.
3. Making necessary progress reports.

In communities having one recreation unit:

1. Organizing programs and community resources.
2. Planning and directing playground and/or other recreation center activities.
3. Directing and training Junior Recreation Leaders and Recreation Attendants.

In communities having two or more recreation units:

1. Assisting in planning and organizing program and community resources.
2. Directing and conducting sections of large playground or other recreation center programs.

Qualifications

Experience: Sufficient experience in recreation or related fields to perform work assigned. Employment with this Program will be counted as previous experience.

Knowledge: Working knowledge of the field of recreation and of special skills.

Ability: Ability to organize and lead groups.

Personal Traits: Initiative and reliability.

NOTE: The word "unit as used herein pertains to such a single concentration of activities as a playground, recreation center, neighborhood play street program, pre-school play center, etc.

REGISTERED NURSE

Prof. and Tech.

Job Description

Under general supervision, to perform routine nursing care of sick, injured or infirm patients, and to perform related work.

Typical Tasks

1. Giving treatments and medications as prescribed by a physician.
2. Assisting in physical and mental examinations.
3. Observing symptons and taking and recording the temperature, pulse, and respiration of patients.
4. Serving nourishment, meals and feeding helpless patients.
5. Maintaining discipline among attendants and supervising their work.
6. Supervising group of nurse's aides or graduate nurses.

Qualifications

Certification necessary to practice nursing in the state.

REINFORCING-STEEL WORKER

Skilled

Job Description

Under general supervision, to prepare, place and fasten steel reinforcing rods or mesh for concrete construction except in road-building, and to perform related work.

Typical Tasks

1. Preparing reinforcing steel for placement in forms, cutting, bending and shaping reinforcing rods or mesh.

2. Placing and fastening steel reinforcing rods or mesh according to plan.

3. Setting dowels.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: For rodmen or bar placers in road building see LABORER

REPORTER

Skilled

Job Description

Under general supervision, to report in readable written form, facts found through using libraries, personal interviews, county records, etc., and to perform related work.

Typical Tasks

1. Preparing a description of places by visiting the areas, consulting libraries, and, if necessary, interviewing residents.

2. Writing the facts secured into readable manuscript form.

3. Taking descriptions prepared by other workers, checking the facts therein by the above methods, and preparing suggestions for revision or the revision itself.

4. Securing stories or legends from newspaper files in libraries or by interviewing persons and reporting these stories in readable written form to the supervisor.

Qualifications

Education: Training equivalent to high school graduation and two years of college work. For each year of the required college work there may be substituted one year of equivalent training in the form of business school study or work as a reporter on a newspaper or as a copy writer in advertising agency.

Experience: At least two years experience as a newspaper reporter, feature writer, contributor of factual magazine articles or as a copy writer.

Personal Traits: Accuracy and reliability.

RESEARCH ASSISTANT

SKILLED

Job Description

*Under general supervision to perform research work of more than average difficulty and in connection with this to make interviews in order to obtain information for research purposes, or to perform complicated clerical tasks in preparing research or statistical material for analytical use, or to supervise workers performing simpler or more routine tasks in these fields, and to perform related work.

Typical Tasks

1. Compiling research data from records or original sources, as directed.

2. Editing, coding, or tabulating statistical field schedules involving work of more than average difficulty.

3. Obtaining machine tabulations by operating card punching machines, sorting machines or other methods.

4. Making interviews of more than average difficulty, requiring both a knowledge of the technical work of the project and aptitude in the technique of obtaining information by interviews.

5. Supervising either Research Field Workers or Research Checkers in the performance of their duties.

Qualifications

Education: Training equivalent to high school graduation is essential. Two years of college education is considered desirable.

Experience: At least two years' experience in statistical or research work or in clerical or sales work involving the assembling and compiling of research or statistical data.
Two years of undergraduate college work may be substituted for a year of the required experience.

Ability: Ability to follow instructions and to supervise the work of others. *

(Revised December 16, 1940)

RESEARCH ASSISTANT

Skilled

QUALIFICATIONS (Continued)

* Personal Traits: Reliability and tact.

NOTE: This title may be used for:

1. Persons assigned to do only interview work. The requisition should then read Research Assistant (Interviewing).

2. Persons assigned only to office work involving no field interviewing. The requisition should then read Research Assistant (Office).

3. Persons assigned to perform both office and field work. *

RESEARCH CHECKER

Intermediate

Job Description

Under general supervision, to check or edit schedules, forms and other documents for errors, to determine that they are consistent and complete, and to perform related work.

Typical Tasks

1. Checking schedules, forms, questionnaires, tables and other documents for omissions and errors.

2. Noting errors and inconsistencies and giving direction for correction.

3. Submitting reports and summaries as required.

Qualifications

Education: Training equivalent to graduation from high school.

Experience: General office experience is desirable.

Knowledge: Knowledge of general office procedures.

Personal Traits: Accuracy and alertness.

RESEARCH EDITOR

Prof. & Tech.

Job Description

Upon assignment on research or survey project, to edit, check and arrange in final form for publication, material of a technical, historical or scientific nature gathered and prepared by intermediate and skilled workers.

Typical Tasks

1. Planning and directing the classification, listing and cataloging of material obtained from public records.

2. Editing, checking, arranging, rewriting and preparing material in final form.

3. Preparing reports on the results obtained by scientific investigation or experimentation.

4. Supervising a number of research checkers, field workers, assistants, etc.

Qualifications

Education: Training equivalent to graduation from college or university of recognized standing with special courses in Social Science, English, Education and related subjects.

Experience: Not less than three years experience in research or editing work which would demonstrate ability to perform work assigned.

RESEARCH FIELD WORKER

Intermediate

Job Description

Under supervision to obtain basic research data by means of interviews, numerical counts, copying public records or other methods as directed, and to perform related work.

Typical Tasks

1. Filling out schedules or forms containing information about public records.
2. Making traffic checks.
3. Obtaining numerical and statistical data from individuals and records.
4. Interviewing people and recording their answers on questionnaires or forms.
5. Making numerical counts of objects as directed.

Qualifications

Education: Training equivalent to high school graduation.

Experience: General clerical, sales, teaching or research experience sufficient to demonstrate aptitude in, and ability to perform, work assigned.

Ability: Ability to write legibly, accuracy, tact and courtesy.

RIG DRILL OPERATOR

Intermediate

Job Description

Under supervision, to operate and maintain a portable rig or wagon drill machine, and to perform related work.

Typical Tasks

1. Locating and setting up rig drill.
2. Connecting with air compressor.
3. Drilling blasting holes at any angle required.

Qualifications

Sufficient experience as a helper or as an operator of a drilling machine to demonstrate ability to perform work assigned.

RIGGER

Skilled

Job Description

Under general supervision, to use cables, chains, ropes, block and falls, chain blocks, screw and hydraulic jacks, rollers and cribbing, skids and timber in the shifting, elevating or lowering of heavy machinery or equipment; to rig swinging scaffolds, and to perform related work.

Typical Tasks

1. Rigging and re-rigging machines.

2. Splicing cables and ropes.

3. Selecting and placing sheave blocks, tackle, ropes, and cables and drawing cables through sheave blocks.

4. Fastening cables to fixed objects for anchorages.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

RIPRAPPER

Intermediate

Job Description

Under immediate supervision, to lay and arrange in close contact irregularly-shaped field stone or rough-hewn quarry stones, and to perform related work.

Typical Tasks

1. Laying stone.

2. Forming road berms and gutters as a finish surface to a given line using grout, clay or dirt as a binder.

3. Laying stone on slopes or against stream banks to prevent erosion.

4. Building a dry stone wall to serve as a barricade or retaining wall, using field or roughly-hewn quarried stone on highway or creek work. This is not to be confused with the dry wall built by a stonemason of cut stone deriving its strength from the skilled manner in which the bond is created and from the carefully planned footing upon which it rests.

Qualifications

Sufficient experience in road construction, or rough landscaping to demonstrate ability to perform work assigned.

RODMAN-CHAINMAN

Intermediate

Job Description

Under immediate supervision, to assist an instrument man or Engineer in field work, by using line or level rods, measuring chains or tapes, or by marking points as directed, and to perform related work.

Typical Tasks

1. Holding, adjusting and readying survey rods.
2. Measuring accurately with chain or tape.
3. Keeping notes accurately and neatly.
4. Marking intersections, station points or elevations.
5. Cutting and clearing brush.
6. Taking and recording soundings.
7. Placing turning points and side shots for topographic mapping.

Qualifications

Education: High school graduation or its equivalent required. Additional engineering study desirable.

Knowledge: Familiarity with surveyor's signs and symbols.

Ability: Ability to keep engineering notes.

Personal Traits: Accuracy.

ROLLER OPERATOR

Skilled

Job Description

Under general supervision to operate a steam, diesel or gasoline-powered road roller, and to perform related work.

Typical Tasks

1. Fueling and starting engine, or firing and adding water to boiler.
2. Filling water tank if rolls are to be moistened.
3. Operating roller backward and forward over surfaces.
4. Operating roller to drag scarifier.
5. Oiling and greasing machine and making minor repairs.

Qualifications

Sufficient experience in the operation of a road roller to demonstrate ability to perform the work assigned.

License if required.

ROOFER, COMPOSITION

Skilled

Job Description

Under general supervision, to apply built-up roofing with tar, gravel and felt, or asphalt and felt, and to perform related work.

Typical Tasks

1. Spreading hot tar over roof surface.

2. Applying overlapping strips of roofing paper, felt, or insulating board until the entire roof is covered.

3. Applying layers of hot tar and roofing paper until the roof has been built up as specified.

4. Spreading gravel or slag over the tar.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

ROOFER, SLATE OR TILE

Skilled

Job Description

Under general supervision, to apply slate tile, terra cotta and asbestos tile roofing, and to perform related work.

Typical Tasks

1. Erecting scaffolding.
2. Covering wooden sheathing of roof with overlapping strips of roofing felt.
3. Applying roofing.
4. Applying flashing (sheet metal strips bent to fit angles between walls and roof or between intersecting roof surfaces).
5. Covering nails of uppermost row of slate and tile with roofing cement.
6. Cleaning surfaces of finished roof.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

ROOFER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a roofer to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Assisting with the erection of scaffolding.
2. Assisting in laying roofing felt.
3. Carrying roofing materials up ladders.
4. Firing a tar pot.
5. Spreading slag.

Qualifications

Experience: Sufficient experience helping construction mechanics to demonstrate ability to perform work assigned.

Knowledge: Acquaintance with the hazards involved in working on roofs or scaffolding.

Personal Traits: Good physical condition.

SAMPLE GARMENT MAKER

Intermediate

Job Description

Under general supervision, to make sample garments which will be used as models to be followed by sewing machine operators.

Typical Tasks

1. Making complete garment satisfactory in every detail, operating any type of sewing machine.

2. Participating in the group method of operation in making satisfactory sample garment, operating any type of machine.

Qualifications

Experience: Sufficient skill and experience to demonstrate ability to perform the work assigned.

Knowledge: Full knowledge of every process of garment fabrication and construction, and of all types of garments, including those for men, women, and children.

Ability: Ability to work with a minimum of supervision, and to make suggestions to the pattern designer that will aid in the ease and speed of fabrication of the garment.

NOTE: The classification of such an operator should not be affected by the type of machine which she operates, since it is her skill and knowledge that are essential.

The use of this classification shall be restricted to persons employed on a central Pattern and Sample Garment Unit serving a statewide project.

SANDBLASTER

Skilled

Job Description

Under general supervision, to remove rust scales, dirt, etc., from structures by sandblasting, and to perform related work.

Typical Tasks

1. Erecting and rigging scaffold.
2. Directing spray of sand and compressed air over surface to be cleaned.
3. Removing rust and scales from metal structures.
4. Maintaining and caring for equipment.

Qualifications

Sufficient experience as sandblaster or at similar work to demonstrate ability to perform work assigned. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

SAWYER

Intermediate

Job Description

Under general supervision, to take charge of the sawing of lumber or cordwood in a portable or small stationary sawmill, and to perform related work.

Typical Tasks

1. Operating, maintaining and repairing a small stationary or portable sawmill powered by electricity, steam or gas.

2. Directing a group of assistants engaged in operating the machinery and handling the logs or sawed lumber.

Qualifications

Experience: Sufficient experience in operating machine-powered sawmills, or in and around lumber yards to perform work assigned.

Knowledge: Working knowledge of sawmill machinery and equipment.

NOTE: See WOOD CUTTER in unskilled classification.

SCOUT (Insect and Plant Diseases)

Intermediate

Job Description

Under general supervision to perform work of more than average difficulty in searching for infestations of insect pests or plant diseases and in applying treatment for the control of such infestations.

Typical Tasks

1. Locating and marking infestations and designating their locations on maps.

2. Preparing and applying insecticides or other treatments.

3. Caring for and using properly power spraying equipment.

4. Applying attrahents or other materials to trap or destroy insect pests.

5. Handling the more hazardous parts of the work, such as tree climbing, in connection with locating infestations and treating them to exterminate insect pests.

Qualifications

Experience: Sufficient experience in insect control work to demonstrate ability to perform work assigned.

Knowledge: Should be able, with a short training period, to understand the technics used in searching for insects and controlling them. Also, should know enough about the work to explain it to landowners on whose land the work may take place.

Ability: Ability to climb trees.

Personal Traits: Carefulness and reliability

Physical Condition: Good physical condition

(The use of this title is restricted to projects of the Bureau of Entomology and Plant Quarantine)

(Added December 16, 1940)

SCOUT

Intermediate

Job Description

Under general supervision, to locate, spray or otherwise treat diseased trees or shrubs; to set traps, prepare and distribute poison bait for rodents or other pests; to hunt or trap predatory animals, and to perform related work.

Typical Tasks

1. Contacting property owners seeking admittance to estates, gardens, parks and other places.
2. Climbing trees without injuring them.
3. Collecting specimens of limbs, bark, etc., from trees appearing to be diseased.
4. Sterilizing equipment.
5. Denoting position of diseased trees on maps.
6. Handling the more hazardous parts of the work in connection with the treating or removal of the diseased trees.
7. Operating a dust gun in eradicating insects.
8. Setting out poisoned bait.
9. Mixing poisons in proper proportions and distributing them.
10. Trapping or hunting predatory animals.

Qualifications

Knowledge: Acquaintance with hazards involved in operation of a dust gun or in setting out poisons and knowledge of safety principles. Thorough knowledge of trapping or hunting.

Ability: Ability to climb trees with ropes or spurs.

Personal Traits: Carefulness, reliability, good physical condition and good eyesight.

NOTE: See EXTERMINATOR or FORESTER'S AIDE for similar work requiring less skill and without the element of hazard faced in the above job.

(November 10, 1939)

SEAMSTRESS

Unskilled "B"

Job Description

Under immediate supervision

I To operate a foot-treadle sewing machine in fabricating any kind of textile material, or to perform necessary hand operations in conjunction with the fabrication of garments or household articles, such as mattresses, comforters, et cetera, or

II To learn how to perform any operation in the making of garments or household articles.

Typical Tasks

I

1. Operating a foot-treadle sewing machine.

2. Performing any type of hand finishing such as sewing on buttons or making button holes.

3. Sewing by hand.

II Learning how to perform any type of sewing operation by hand or how to operate any type of sewing machine, including power machines. (No person shall be employed in this fashion for more than two pay periods. A person failing to achieve the required standards of skill and speed within that time shall be referred to the Employment Division.)

Qualifications

Mental alertness, ability to follow instructions, manual dexterity.

(Revised May 20, 1940)

SEAMSTRESS

(Domestic Electirc or Factory Type Power Machine)

Unskilled "A"

Job Description

Under immediate supervision, to operate a domestic electric sewing machine or a factory type, low-speed, power machine.

Typical Task

1. Operating a sewing machine (either domestic electric or factory type, low-speed, power machine) in fabricating any kind of textile material.

Qualifications

Experience: Sufficient experience as an operator of either domestic electric or factory type, low-speed, power machine, to demonstrate the ability to perform the work assigned in accordance with the standards of production established for such work.

Ability: Ability to follow instructions, mental alertness, manual dexterity.

NOTE: Persons assigned to learn how to operate such machines may be assigned as Seamstress in the Unskilled "B" wage class during a training period of two pay periods. See: Seamstress "Unskilled" "B" and Seamstress Intermediate.

SEAMSTRESS
(High Speed Single Needle or Special Type Power Machine)

Intermediate

Job Description

Under general supervision, to operate a high speed single needle or a special type power machine in the fabrication of garments.

Typical Tasks

1. Operating a single needle power machine, at a speed of 4000 RPM or over, in the fabrication of garments.

2. Operating special machines such as buttonhole, button sewer, hip pocket setter, serger, two-needle flat-bed or feed-off-the arm, etc., in the fabrication of garments.

Qualifications

Experience: Sufficient experience as a sewing machine operator to demonstrate the ability to perform the work assigned.

Ability: Ability to accept responsibility for a key operation in garment fabrication.

NOTE: In general, it is expected that this classification will be used for persons performing certain special or key operation in the making of garments, and upon whom there is a responsibility for performing these operations quickly and efficiently in order not to delay a number of other machine operations.

SECRETARY

Skilled

Job Description

Under supervision, to assist an executive by stenographic and clerical work or to perform stenographic work of more than average difficulty, and to perform related work.

Typical Tasks

1. Taking shorthand notes and transcribing them and otherwise performing a stenographer's duties.
2. Performing detailed work involved in the disposition of correspondence.
3. Maintaining records, accounts and files.
4. Collecting and preparing information for executive action.
5. Interviewing callers, making appointments, taking messages.
6. Relieving superior of details of his job.
7. Handling routine matters independently.

Qualifications

Education: Training equivalent to high school graduation, with major courses in shorthand, typewriting and business English or two years training in secretarial or business school of recognized standing.

Experience: At least two years successful clerical and stenographic experience which has demonstrated ability to perform work assigned.

Personal Traits: Good hearing, diplomacy, tact, initiative and reliability.

NOTE: See STENOGRAPHER.

SENIOR BOOK REPAIRER

Intermediate

Job Description

Under general supervision, to do general book repairing work involving some measure of responsibility and judgement, or to do more difficult book repair tasks, and to perform related work.

Typical Tasks

1. Maintaining necessary project records.
2. Checking, storing and overseeing distribution of supplies and equipment.
3. Preparing material and supplies for use.
4. Maintaining and operating hand-operated equipment.
5. Cutting of book cloth and book boards, and lettering of book covers.
6. Supervising number of junior book repairers and book cleaners.

Qualifications

Experience: Previous book repair experience.

Ability: Ability to direct the work of others.

Personal Traits: Accuracy, neatness and manual dexterity.

SENIOR CLERK

Intermediate

Job Description

Under supervision, to do general clerical work involving some measure of responsibility and judgement, or to do more difficult clerical tasks, and to perform related work.

Typical Tasks

1. Keeping and indexing office records and books.
2. Developing and maintaining file systems and accepting responsibility for the files.
3. Checking, storing and overseeing distribution of office supplies.
4. Operating office machines.
5. Overseeing routing of mail and handling form letter correspondence.
6. Tallying incoming or outgoing loads of materials.
7. Preparing material for typists, reading proof on typing work.
8. Supervising number of junior clerks.
9. Collecting, compiling and verifying statistical data.

Qualifications

Education: Common school education; training equivalent to high school graduation or business school is desirable.

Experience: At least one years clerical experience which would demonstrate sufficient familiarity with office procedures and practices to do work assigned.

Personal Traits: Accuracy, reliability.

NOTE: The job title SENIOR CLERK is quite comprehensive and should be used to cover as many clerical jobs of an intermediate nature as possible. For routine office work, see JUNIOR CLERK.

SENIOR GROUP LEADER

Job Description — Skilled

Under general supervision to organize and assist (self-assembled) groups in carrying out a program of activities in accordance with the needs and desires of the respective groups; to develop through these activities interest in a wide variety of programs leading to a better understanding among the individuals of questions and problems closely related to their every-day lives as workers and citizens. Programs shall necessarily be limited to activities commensurate with technical training of leader.

Typical Tasks

1. Meeting and discussing with groups chosen subjects on which it is desired to promote interest.
2. Assisting in gathering, arranging, and distributing material for research study.
3. Leading discussion groups and classes in simple research studies.
4. Coordinating activities among groups of the same level.
5. Preparing written and visual material for group use.

Qualifications

Completion of two years of college work in the field of social science, or high-school graduate and two years of successful experience in group leadership, or sufficient experience in this field of work to demonstrate ability to perform work assigned.

NOTE: The use of this title is restricted to the Workers Service Project.

(Added September 27, 1941)

SENIOR LIBRARY CLERK

Intermediate

Job Description

Under general supervision, to perform library routines which may involve contact with the public, and to perform related work.

Typical Tasks

1. Maintaining necessary project records.
2. Charging and discharging books.
3. Maintaining circulation records, registering borrowers, and incidental typing.
4. Maintaining supplies and materials.
5. Assisting in the mechanical processes of cataloging books, pamphlets and other publications and incidental typing.
6. Maintaining accession and shelf-list records and checking books against shelf list.
7. Supervising number of junior library clerks.
8. Assisting in children's work including story-telling hours and book clubs.
9. Preparing index references to newspaper and magazine articles, and compiling vertical files.
10. Operating and maintaining in general, small project units; driving and assisting in the operation of book trucks and bookmobiles.
11. Checking bibliographies, concordances, indexes and other reference materials.

Qualifications

Education: High school education.

Ability: Proficiency in typing or other clerical library duties.

Personal Traits: Accuracy, reliability, neatness, mental and physical alertness, social adaptability, and courtesy.

A1076

SENIOR MUSICIAN

Prof. & Tech.

Job Description

Under supervision as an instrumentalist or vocalist, to do work of a professional nature in the field of music; as a solosit or in collaboration with others, to give performance requiring a marked musicianship, a usable technic and interpretative ability of an acceptable order.

Typical Tasks

1. Doing solo, ensembles, band or orchestral work in the rendition of classical or popular music.

2. Rehearsing regularly in preparation for public appearances.

Qualifications

Education: Common school and at least six years of music training on the instrument or in singing.

Experience: At least four years successful and consistent professional experience in one or more types of work, such as symphony orchestra, concert band, dance orchestra, instrumental or vocal ensemble or solo work.

Knowledge: A technical knowledge of the elements of music, theory and harmony, terminology, form and style, history and appreciation.

Ability: Ability to read at sight easily selections from the standard and modern literature written for the instrument or for the voice, and to demonstrate a mastery in the following:

Tone (Instrumental or Vocal)
Technique
Rhythm and Phrases
Intelligence in Interpretation
Individuality of Style
Pitch
Breath Technique
Pronunciation (Vocal)

NOTE: See MUSICIAN in the skilled classification.

(Revised May 20, 1940)

SENIOR MUSIC COPYIST

Prof. & Tech.

Job Description

Upon assignment, to make copies of music from manuscripts and scores.

Typical Tasks

1. Making accurate and legible pen and ink copies of scores, parts of scores, or extractions therefrom.

2. Following a given layout plan.

Qualifications

Education: Common school and at least six years' of music training.

Experience: At least four years successful and consistent professional experience in music copying with demonstrated ability in accurate and legible copying of scores and parts with all standard demarcations.

Knowledge: Technical knowledge of the elements of music terminology, music symbols, theory and harmony, instrumentation, history and appreciation.

Ability: To copy scores and parts accurately and legibly with facility and flexibility to meet emergencies.

Personal Traits: Good eyesight and superior music penmanship.

NOTE: See MUSIC COPYIST in the skilled classification.

SENIOR MUSIC LIBRARIAN

Prof. & Tech.

Job Description

Upon assignment, to file, catalogue and distribute music scores, parts and solo compositions in quantity for a major music unit.

Typical Tasks

1. Maintaining in good condition and in proper order, scores, parts, and solo works.

2. Filing and cataloguing all music for which he is responsible.

3. Keeping current records of the distribution of such music.

Qualifications

Education: Common school and at least four years of music training.

Experience: At least four years of successful professional experience as a music librarian of a major musical unit, such as a symphony orchestra or symphonic band with demonstrated ability to keep all music in good condition and in proper sequence.

Knowledge: Technical knowledge of the elements of music, scores and parts, terminology, instrumentation of all types of musical units such as symphony orchestras, symphonic bands, chamber music, or vocal ensembles, theory and harmony, history and appreciation.

Ability: Ability to keep accurate current records of all music in the library, to keep music in good condition, filed, catalogued and safe and to identify at sight scores and all parts.

NOTE: See MUSIC LIBRARIAN in the skilled classification.

A1076

SENIOR MUSIC TEACHER

Prof. & Tech.

Job Description

Upon assignment as instructor, to do work of a professional nature in the field of music education; to direct and guide the musical education of children and/or adults in group performance, appreciation and history of music.

Typical Tasks

1. Instructing, guiding and directing instrumental and singing groups, children and/or adults, in learning and developing musical skills and appreciation.

Qualifications

Education: High school graduation or its equivalent and at least six years of music training, four of which must have been in some phase of music education acceptable for credit or certification in a school of recognized standing.

Experience: At least four years successful and consistent professional experience as a teacher of applied music and some experience in group instruction.

Knowledge: Technical knowledge of the elements of music, ear training and sight singing, theory andharmony, terminology, form and style, history and appreciation, and music methods.

Ability: To read at sight, easily, selections from standard teaching material for beginners in applied music classes (piano, or strings, or voice) to play simple accompaniments and examples of teaching materials.

(Revised May 20, 1940)

SENIOR RECREATION LEADER
or
RECREATION DIRECTOR

Prof. & Tech.

Job Description

Upon assignment in a community with several recreation units, to contribute professional and technical leadership and direction to the organization and conduct of community recreation activities, and to perform related tasks.

Typical Tasks

1. Organizing program and community resources.
2. Organizing participating groups.
3. Planning and directing playground or other recreation center programs.
4. Directing, organizing and leading groups in some field in which the leader has special skill such as arts and crafts, music, drama, etc.
5. Assuming responsibility for training of those under his direction or supervision.
6. Assisting in and helping plan general training work.
7. Acting in supervisory capacity for project unit.

Qualifications

Experience: Successful past experience in recreation or allied profession.

Knowledge: A working knowledge of group work methods, of techniques of community organization, of training methods, of the general field of recreation, and of special skills.

Personal Traits: Imagination, resourcefulness, initiative, reliability and administrative ability.

NOTE: See "Note" under job title RECREATION LEADER which also applies to the above job title.

(November 10, 1939)

SENIOR STAGE TECHNICIAN

Prof. & Tech.

Job Description

Under general supervision, to perform complex and difficult work upon a music project requiring a high degree of professional excellence in the technical and mechanical branches of the stage.

Typical Tasks

1. Assisting in building, setting, striking and clearing scenery or other stage equipment.

2. Conceiving and executing a proper lighting plot.

3. Doing the more complex and difficult tasks of one of the following jobs:
   Stage Carpenter
   Stage Electrician
   Stage Property Man
   Clearer, Grip or Fly Man

4. Supervising a number of assistants.

Qualifications

Experience: Sufficient experience as a stage technician in any recognized branch of the theatrical profession to demonstrate ability to perform work assigned. At least forty weeks bonafide professional experience in a particular field, attested to by documentary evidence, is required.

Knowledge: Knowledge of the particular technical job to which he is assigned and of theatre practices and usuages.

Ability: The ability to do the more complex and difficult work of a stage technician and special ability in some particular technical branch of the theatre which would render the person especially valuable to the project.

SENIOR TIMEKEEPER

Prof. & Tech.

Job Description

Upon assignment to assume full responsibility for timekeeping work of more than average difficulty on a project, to perform complicated project clerical work, to coordinate timekeeping work on a large project, or one with scattered units, and to perform related work.

Typical Tasks

1. Doing personally the tasks of timekeeping as outlined in (2) below.

2. Supervise the work of the subordinate timekeepers, including

   (a) Preparation and submission of time reports.
   (b) Effecting gate and field check of project workers and entries to time reports.
   (c) Preparation of time, accident compensation, employment reports and other reports required of the project.

3. Training subordinates the use of forms and in the timekeeping regulations.

4. Interpreting timekeeping procedures.

5. Maintaining, as required, cost records relative to the distribution of consumed labor, material and equipment rental and assuming full responsibility of such records.

6. Maintaining records relative to the requisition, acquisition, storage and disposal of property and rendering pertinent inventory reports, and assuming full responsibility for such records.

7. Maintaining time records of production or usage on equipment.

Qualifications

Education: Training equivalent to high school graduation.

Experience: At least four years of successful experience in clerical work, one of which shall have been in a supervisory capacity. The completion of a Work Projects Administration training course for timekeepers and the examination in connection therewith is desirable.

Personal Traits: Supervisory ability, reliability, and accuracy.

See Also: JUNIOR TIMEKEEPER, Intermediate, and TIMEKEEPER, Skilled.

(A person assigned to this position must be acceptable to the Division of Finance. He will be administratively responsible to the Project Supervisor and technically responsible to the Division of Finance).

(Revised May 20, 1940)

SENIOR TYPIST

Intermediate

Job Description

Under supervision, to type from printed or written copy or from corrected manuscripts, to perform varied typing tasks of more than average difficulty, and related work.

Typical Tasks

1. Typing smooth copies from involved rough drafts, printed or written copies or corrected manuscripts.
2. Cutting stencils.
3. Typing complicated tabular material or schedules.
4. Typing routine letters according to prescribed form.
5. Doing typing work requiring a high degree of accuracy.
6. Arranging and centering and punctuating material.
7. Typing technical and scientific data.

Qualifications

Education: Training equivalent to two years of high school or one year of clerical or business school.

Experience: In lieu of the above education, sufficient experience as a typist to demonstrate ability to handle work assigned.

Ability: Ability to select and arrange material for typing. type accurately and with fair speed and clerical aptitude.

Personal Traits: Neatness.

SEWING-MACHINE REPAIRMAN

Intermediate

Job Description

Under general supervision, to keep domestic type, foot-treadle and electric, sewing machines in good operating condition, and to perform related tasks.

Typical Tasks

1. Oiling and maintaining domestic type, foot-treadle or electric operated sewing machines.
2. Replacing belts or parts which have become worn or broken.
3. Adjusting stitch lengths and tensions, or replacing needles.
4. Making minor repairs to machine motors and rheostats.
5. Assisting in setting up equipment.
6. Requisitioning repair parts.

Qualifications

Sufficient experience in the care of machines to demonstrate ability to perform work assigned.

NOTE: SEWING MACHINE REPAIRMAN (Factory-type machine) in the skilled classification.

SEWING-MACHINE REPAIRMAN
(Factory - Type)

Skilled

Job Description

Under general supervision, to maintain and repair heavy duty machines other than foot-treadle or domestic electric.

Typical Tasks

1. Oiling and maintaining factory type sewing machines.

2. Making necessary repairs and adjustments:

   a. On machines
   b. On electrical equipment

3. Assisting in setting up of equipment.

4. Making attachments such as special folders, etc.

5. Requisitioning repair parts.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

NOTE: See SEWING MACHINE REPAIRMAN in intermediate classification.

SHEET-METAL WORKER

Skilled

Job Description

Under general supervision, to make, install, and repair various kinds of sheet metal, and to perform related work.

Typical Tasks

1. Selecting materials, designing and developing patterns.

2. Cutting, forming and assembling material.

3. Erecting necessary scaffolding and hoisting equipment.

4. Erecting and fastening the material specified, making such connections, attachments, seams, and joints as may be required.

5. Installing or repairing iron or tin roofs, gutters or spouts, etc.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

SHEET-METAL WORKER'S HELPER

Intermediate

Job Description

Under immediate supervision, to help a sheet-metal worker to do the simpler and more routine work of a sheet-metal worker, and to perform related work.

Typical Tasks

1. Scribing or prick-punching a line on metal to serve as a guide for shearing, punching, or shaping.

2. Assisting in cutting, bending and shaping sheet metal by hand or machine.

3. Assisting in fitting and assembling parts together.

4. Assisting in riveting, bolting, or soldering seams and joints.

5. Assisting in the erection of hangers and in the installation of sheet-metal products and fastening them to building structures.

Qualifications

Sufficient experience helping sheet-metal workers or around machine shop to perform work assigned.

SHOE REPAIRER

Intermediate

Job Description

Under general supervision, to repair boots and shoes, and to perform related work.

Typical Tasks

1. Applying half or whole soles.
2. Applying top lifts and rubber, wood or leather heels.
3. Patching or repairing tops, shanks and other part of the uppers.
4. Performing any tasks related to the manufacture or repair of boots and shoes.

Qualifications

Sufficient shoemaking or repairing experience to demonstrate ability to perform work assigned.

SHORER
(Trench and Tunnel)

Intermediate

Job Description

Under immediate supervision, to shore, timber and brace the sides of trenches or the sides and ceilings of tunnel excavations, and to perform related work.

Typical Tasks

1. Sawing lengths of heavy timber, splicing these timbers with boards and nails or metal plates and nuts and bolts to form walers.

2. Directing placement of the walers in tunnels, trenches or ditches being shored.

3. Sawing to length and shape knee braces, struts, spreaders and ties to be used as waler braces.

4. Cutting, sheathing and driving into place with sledge.

5. Cutting timber to support ceilings.

6. Using wedges, jacks and prys in setting supports.

Qualifications

Sufficient experience in the handling of heavy hand tools in shoring or timbering work to demonstrate ability to perform work assigned.

SIGN WRITER

Skilled

Job Description

Under general supervision, to letter and paint signs, and to perform related work.

Typical Tasks

1. Sketching a prospective sign.
2. Making a wooden sign board, fastening mouldings or suitable framework.
3. Mixing and using lead and oil ground paint or primer.
4. Designing, laying out, lettering and decorating signs.
5. Using gold and silver leaf in lettering and trimming.
6. Painting show cards following an original or prescribed design using show card colors.

Qualifications

Completion of apprenticeship or equivalent work experience. Worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

SKIPLOADER OPERATOR

Skilled

Job Description

Under supervision, to operate a tractor equipped with skiploader or other similar loading device, in moving earth and other materials or loading such materials into wagons, trucks, etc., and to perform related work.

Typical Tasks

1. Moving small quantities of earth over short distances.

2. Loading earth into wagons or dump trucks for hauling.

3. Cleaning and lubricating the equipment, making minor repairs and adjustments, and performing other routine maintenance work.

Qualifications

Sufficient experience in the operation of tractors and supplementary equipment to demonstrate ability to perform work assigned.

(Added December 16, 1940)

SOCIAL SCIENTIST

Prof. and Tech.

Job Description

Upon assignment, to perform responsible research work in connection with a specialized field in the social sciences, and to perform related work.

Typical Tasks

1. Carrying out research assignments in a specialized field of the social sciences.
2. Compiling, tabulating, and comparing data in a specialized field of the social sciences.
3. Accepting and combining data collected by various assistants and collating it.
4. Analyzing, classifying, describing and indexing specimens in a specialized field of the social sciences.
5. Furnishing professional advice in connection with problems pertaining to a specialized field of the social sciences.
6. Interpreting the results of experiments and drawing from such interpretations results of the studies.
7. Conducting field surveys.
8. Supervising a group of assistants in carrying out experiments or making surveys relating to a specialized field of the social sciences.
9. Preparing for publication, reports on studies and experiments.

Qualifications

Education: Training equivalent to college graduation with major courses in the particular field of the social sciences to which he is assigned.

Experience: At least three years responsible professional experience in a specialized field of the social sciences which would demonstrate ability to handle work assigned. One year of postgraduate study in the specialized or in related fields may be substituted for each year of experience.

Knowledge: Working knowledge of a specialized field of the social sciences and of supporting sciences and their literature. Knowledge of techniques at use in a specialized field of the social sciences. Working knowledge of scientific methods.

Ability: Ability to plan working details, make assignments and carry on independent professional work in a specialized field of the social sciences.

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STAGE DIRECTOR

Prof. & Tech.

Job Description

Upon assignment, to a State Music Project to superintend the production of an opera, and to perform related work.

Typical Tasks

1. Superintending the casting of an opera.

2. Superintending the rehearsing and performing of the opera unit.

3. Planning the movements of soloists and assisting them in the creation of characterizations and manner in which their arias shall be delivered.

4. Planning the general production in relation to setting, lighting, costuming, etc.

5. Coordinating the various mechanical details of production with other individuals including producers, technicians, designers, etc.

Qualifications

Education: Training equivalent to college graduation with credits in dramatics is desirable or music training under competent instructors.

Experience: Sufficient bonafide professional experience in directing stage productions or related work to demonstrate ability to perform work assigned. A minimum of 40 weeks attested to by documentary evidence such as press clippings, contracts, etc. is required.

Extensive experience with semi-professional groups under professional leadership would count in weighing experience.

Knowledge: Knowledge of the fundamentals of acting, of the principles and practices of the stage, and familiarity with stage terms and usages, etc.

(Revised May 20, 1940)

STAGE MANAGER

Prof & Tech

Job Description

Upon assignment, to take charge of the backstage operations of an opera unit and to arrange and coordinate the mechanical, technical and performing activities of such unit during a performance, and to perform related work.

Typical Tasks

1. Supervising the backstage personnel of an opera unit.
2. Supervising the mechanical details of production.
3. Giving cues to musical conductors, stage technicians or other backstage employees.
4. Acting as a coordinator between performers and technicians.
5. Maintaining order backstage.
6. Keeping time records of performances.

Qualifications

Experience: Sufficient experience in the acting, directing, stage management or related fields to perform work assigned. A minimum of forty weeks bonafide professional experience attested to by documentary evidence such as press clippings, contracts, programs, etc., is required.

Extensive experience with semi-professional groups under professional leadership would count in weighing experience.

Knowledge: Knowledge of standard opera production terms, practices, equipment and activities.

STAGE TECHNICIAN

Skilled

Job Description

Under general supervision on a Music Project, to perform work of average difficulty in the technical and mechanical branches of the stage.

Typical Tasks

1. Assisting in building, setting, striking and clearing scenery or other stage equipment.

2. Performing creditably work of average difficulty as:

   Stage Carpenter
   Stage Electrician
   Stage Property Man
   Cleaner, Grip or Fly Man

Qualifications

Experience: Sufficient experience as a stage technician in any recognized branch of the theatrical profession to demonstrate ability to perform work assigned. At least forty weeks bonafide professional experience, attested to by documentary evidence in the particular field, is required.

Knowledge: Knowledge of the particular technical theatrical job to which he is assigned and of theatre practice and usages.

STEAM FITTER

Skilled

Job Description

Under general supervision, to install or repair various types of steam, vapor, air, oil or processing pipe, fittings and connections to pumps, boilers, radiators, ventilating air conditioning equipment, machinery or other equipment, and to perform related work.

Typical Tasks

1. Selecting proper materials.
2. Cutting, threading, assembling, and installing pipe and tubing.
3. Setting and securing radiators and other heating units.
4. Connecting valves, traps, thermostats and radiators to the pipe system.
5. Installing furnaces and boilers.
6. Checking operation of system when completed.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

STEAM-FITTER'S HELPER

Intermediate

Job Description

Under immediate supervision to assist a steamfitter; to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Assisting steamfitters to assemble and install boilers and radiators.

2. Assisting steamfitter to install pipe and pipe fittings to connect boiler to radiators.

3. Assisting steamfitter to install pipe from service line to meter or to lay other outside pipe lines.

4. Assisting steamfitter to test installation when completed.

5. Cutting, reaming and threading pipe, either by hand or with cutting and threading machine.

6. Drilling holes in concrete and fastening pipe hangers to structure with bolts or nails.

Qualifications

Sufficient experience in helping steamfitters or plumbers or in plumbing work to demonstrate ability to perform work assigned.

STEEPLE JACK

Skilled

Job Description

Under supervision, to do construction, maintenance and repair work or rigging at unusual heights, and to perform related work.

Typical Tasks

1. Rigging swings or rope-climbing tackle in preparation for the performance of work.

2. Using an assortment of mechanics' tools and a variety of materials while working in hazardous high locations.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

STENOGRAPHER

Intermediate

Job Description

Under immediate supervision, to take dictation of average difficulty or notes by shorthand method and transcribe them and to perform related work.

Typical Tasks

1. Taking correspondence in shorthand and transcribing it.
2. Taking reports in shorthand and transcribing them.
3. Typewriting form letters in accordance with prescribed procedures.
4. Arranging material, phrasing and centering typewritten data.
5. Cutting stencils.
6. Copying from rough drafts, written or printed material.

Qualifications

Education: Training equivalent to graduation from high school with major courses in shorthand, typing and business English or two years of business school; or

Experience: Sufficient experience as a typist and stenographer to demonstrate ability to handle work assigned at a fair rate of speed.

Ability: Ability to take shorthand correctly and transcribe accurately, spell properly, punctuate and phrase and to do neat work.

NOTE: See TYPIST and SECRETARY.

STEWARD

Skilled

Job Description

Upon assignment, to supervise operations entailed in management of kitchen and dining or lunch room employing ten or more workers, and to perform related work.

Typical Tasks

1. Planning menus and general diets.
2. Requisitioning, inspecting and issuing supplies and equipment.
3. Making necessary progress reports.
4. Supervising employees in cooking and serving food, in caring for and keeping in sanitary condition the kitchen and dining room and equipment.
5. Planning and establishing kitchen and dining room routine.

Qualifications

Experience: Not less than two years successful supervisory experience as a chef, chief cook or steward, or as a nutritionist or dietitian in a club, institution, ship, hotel or restaurant, demonstrating ability to perform work assigned.

Knowledge: Knowledge of kitchen management and institutional management, practices of foods and their preparation.

Personal Traits: Freedom from communicable diseases, cleanliness, courtesy and administrative ability.

NOTE: See NUTRITIONIST.

STOCK CLERK

Intermediate

Job Description

Under general supervision, to receive, inspect, issue, and account for supplies, tools or finished goods in a stockroom, warehouse or project, and to do the moderately difficult clerical tasks involved in physical receipt, storage, custody, maintenance and issuing of supplies, and performing related work.

Typical Tasks

1. Providing for, arranging and maintaining stock.
2. Receiving, storing and issuing goods.
3. Keeping records of material received and issued.
4. Seeing that quarters occupied are kept in orderly condition.
5. Supervising a small group of helpers.
6. Filling requisitions.
7. Keeping current inventories of goods on hand.

Qualifications

Education: Common school education; high school training is desirable.

Experience: Sufficient experience as stock clerk, storekeeper, or material man to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of standard practices and methods of keeping records of receipts and deliveries and of stock inventory, and practical acquaintance with material stored and its trade of inventory names. If working outdoors, should know how to protect material from weather, fire and theft hazards.

Personal Traits: Honesty and accuracy.

STONECUTTER

Skilled

Job Description

Under general supervision, to cut stone to specified dimensions, exact sizes, or shapes with hand or pneumatic tools, and to perform related work.

Typical Tasks

1. Marking, drilling and splitting stone blocks to size.

2. Facing and carving stone and finishing surfaces.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

STONE DRESSER

Intermediate

Job Description

Under immediate supervision, to split and dress field or quarry stone to rough dimensions, and to perform related work.

Typical Tasks

1. Selected stone according to color.
2. Using bars, chisels and hammers in the splitting and rough dressing of stone.
3. Shaping stone to approximate dimensions.
4. Cleaning stone surface.

Qualifications

Experience: Sufficient experience in quarry work and in the dressing of stone to demonstrate ability to perform work assigned.

Knowledge: Knowledge of the grain and cleavage of the stone.

STONEMASON

Skilled

Job Description

Under general supervision, to use mortar and stone in the construction of stone walls, piers, pilasters, partitions, and stone veneering, and to perform related work.

Typical Tasks

1. Shaping stone preparatory to setting.
2. Setting stone by hand or with crane.
3. Applying facing stone or stone veneering to concrete structure.
4. Finishing face of wall.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

STONEMASON'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a stonemason; to do the simpler and more routine work of the trade, and to perform related work.

Typical Tasks

1. Helping in moving large stones into place.
2. Breaking tile to supply stonemason with material to be used with grout for filling crevices between stones.
3. Fastening stones into position with wooden braces and wire ties.
4. Pointing stone work.

Qualifications

Sufficient experience handling stone in quarry or construction work to demonstrate ability to perform work assigned.

NOTE: On small projects may be combined with a HOD CARRIER.

STOREKEEPER

Skilled

Job Description

Under general direction of a Superintendent of Storage, to operate or supervise the operations of a sub-warehouse or other property depository, and to perform related work.

Typical Tasks

1. Receiving into custody, property from operating projects, administrative units, or other Supply Section units.

2. Assuming responsibility for the arrangement, care, and custody of property stored in a subwarehouse.

3. Releasing property to units upon specific authorization.

4. Preparing necessary property transfer documents and such other records and reports as may be required.

Qualifications

Experience: Sufficient experience in handling and storing property, and in executing property documents, to demonstrate ability to perform work assigned.

Training: Education and training equivalent to graduation from high school; clear handwriting; knowledge of bookkeeping desirable.

NOTE: This title is to be used only in the Supply Section

(Added December 16, 1940)

STRUCTURAL-IRON WORKER

Skilled

Job Description

Under general supervision to raise and place fabricated structural steel members such as girders, columns, and plates, to fasten them in a permanent structure, and to perform related work.

Typical Tasks

1. Setting up and rigging hoisting equipment.
2. Hanging and erecting working platforms and scaffolding.
3. Unloading and preparing steel for hoisting.
4. Shifting, fitting and setting structural steel.
5. Operating pneumatic or electric tools in drilling, riveting, reaming, etc.
6. Working as a member of a riveting gang, heating rivets, etc.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

TAXIDERMIST

Skilled

Job Description

Under general supervision to prepare, stuff and mount skins of animals, birds and fish in lifelike form, and to perform related work.

Typical Tasks

1. Processing skins and bones and other parts of the bodies of animals, birds and fish.
2. Setting up skeletons using wire, glue and similar adhesive agents.
3. Covering skeleton with plaster of paris, papier-mache or other compounds.
4. Covering structure with hide or skin.
5. Preparing pedestals or base.

Qualification

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

TEACHER (Adult Education)

Prof. & Tech.

Job Description

Under general supervision, to organize and teach classes and/or conduct other educational activities for adults in the fields designated as eligible for inclusion in the WPA Education Program.

Typical Tasks

1. Planning, organizing and teaching classes of adults, and assisting supervisors or local school officials in organizing such classes.

2. Planning, organizing and conducting other educational activities for adults, such as forums, lectures, group discussions, and the like.

3. Preparing materials of instruction for use in classes or in other educational activities.

4. Providing individual counselling and instruction as authorized.

5. Maintaining cooperative relationships with local sponsors and other community agencies.

6. Attending and participating in teachers' conferences and training programs as directed.

7. Supervising and training assistants.

8. Preparing reports as required.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. The determination of this will be in accordance with Operating Procedure on adult education.

NOTE: Since it is necessary to compare work done on the Work Projects Administration with similar work done by permanent educational agencies which sponsor the projects, in some instances the job description above will be considered in a professional category, and in others in a skilled category. Local Divisions of Employment will consult with Educational Supervisors to determine which of these is applicable.

TEACHER
(Adult Education)

Skilled

NOTE: See TEACHER (Adult Education) in the professional and technical classification for a description of this job and other pertinent facts.

WPA IN-PLANT TRAINEE

Job Description — Unskilled "A"

Under immediate supervision to undergo Preemployment In-Plant Training in performing duties assigned by designated personnel of plants engaged in production for National Defense purposes.

Typical Tasks

1. Receiving instructions in performing assigned duties of occupations for which training is given.

2. Performing assigned duties in accordance with instructions.

3. Practicing assigned duties to acquire skill necessary to meet minimum employment standards.

Qualifications

Aptitude for type of work to be performed and some indication of possible ability to perform such work, such as, previous experience in the same or related field, hobby, training or education. Specific qualifications to be prescribed by prospective employer.

Note: The use of this title is restricted to WPA In-Plant Preemployment Training activities.

(Added October 29, 1941)

TEACHER
(Household Workers' Training)

Prof & Tech

Job Description

Under general supervision to organize and teach classes or conduct other training activities for Trainees and uncompensated trainees on Household Workers' Training Projects, and to perform related work.

Typical Tasks

1. Planning, organizing and teaching groups of trainees in various phases of household work, such as general care of the house, special cleaning, cooking, serving meals, laundering, care of children, employer-employee relationships, and personal hygiene.

2. Preparing material for use in classes or other training activities.

3. Providing individual counselling and training as necessary.

4. Attending and participating in conferences and training programs.

5. Supervising and training assistants.

6. Preparing reports as required.

Qualifications

Sufficient training and experience in home economics and teaching to demonstrate ability to perform the work assigned.

TEACHER
(Nursery School Education)

Prof & Tech

Job Description

Under general supervision, to organize groups of children of pre-school age and to conduct educational activities for such children on Nursery School Projects.

Typical Tasks

1. Assuming responsibility for the operation of the nursery school.
2. Obtaining lists of eligible children from local welfare bureaus, school principals, etc.
3. Planning physical set-up with staff arrangement of material and equipment for indoor and outdoor play.
4. Preparing daily schedules and assigning duties to staff members.
5. Safeguarding health and physical welfare of children in nursery school and making morning inspection when there is no nurse.
6. Planning food purchases necessary for nursery school luncheons and planning meals when there is no regular nutritionist.
7. Giving children experiences in such educational activities as beginnings in art, music, science, literature, etc.
8. Guiding young children so that correct habits in eating, sleeping, social adjustment, emotional stability and self-dependence may be established.
9. Maintaining cooperative relationships with local sponsors and cooperating agencies and with homes and families of enrolled children.
10. Assuming responsibility for parent education with parents of nursery school children.
11. Keeping necessary records and making reports as required.

Qualifications

Sufficient education and/or experience to demonstrate ability to perform work assigned. The determination of this will be in accordance with Operating Procedures on nursery school education.

NOTE: Since it is necessary to compare work done on the Work Projects Administration with similar work done by permanent educational agencies which sponsor the projects, in some instances the job description above will be considered in a professional category, in others, in a skilled category. Local Divisions of Employment will consult with Educational Supervisors to determine which of these is applicable.

(November 10, 1939)

TEACHER
(Nursery School Education)

Skilled

NOTE: See TEACHER (Nursery School Education) in the professional and technical classification for a description of this job and other pertinent facts.

TEAMSTER

Unskilled "A"

Job Description

Under supervision, to drive a team of horses, mules, or other animals used in hauling or carrying, and to perform related work.

Typical Tasks

1. Feeding and otherwise caring for draft animals.
2. Maintaining harness and vehicles in good repair.
3. Hitching and driving wagons, road or farm equipment.
4. Assisting in loading and unloading.
5. Assisting in the repair, care, and cleaning of corrals.

Qualifications

Experience: Sufficient experience with teams or in similar work to demonstrate ability to handle work assigned.

Ability: Strength for handling animals, machines and equipment.

TELEPHONE OPERATOR

Intermediate

Job Description

Under supervision, to operate a private branch telephone switchboard, and perform related work.

Typical Tasks

1. Operating a non-multiple telephone switchboard.

2. Keeping records of calls when necessary.

Qualifications

Education: Common school.

Experience: Sufficient experience as an operator in a central or branch exchange or in the operation of a private switchboard to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of manual operation of telephone switchboards.

Personal Traits: Courtesy, tact, clear speaking voice and good memory.

TERRAZZO LAYER

Skilled

Job Description

Under general supervision, to lay and finish a mixture of small fragments of marble and cement known as terrazzo, and to perform related work.

Typical Tasks

1. Preparing floor to receive terrazzo.

2. Applying terrazzo to prepared base.

3. Scattering marble chips on soft surface of top course and rolling marble chips into surface.

4. Grinding and polishing terrazzo surface level with floor-surfacing machines.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

TERRAZZO-LAYER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a terrazzo layer to do the simpler and more routine work of the trade and to perform related work.

Typical Tasks

1. Sweeping and otherwise cleaning surfaces in preparation for terrazzo finishers.

2. Mixing mortar and binders by hand in mortar box or by mortar-mixing machines.

3. Carrying or wheeling mixed materials to the terrazzo layer.

4. Assisting in screeding and smoothing and assisting in the placing of brass or bronze dividing strips.

5. Operating and maintaining finishing and polishing machines.

6. Scrubbing finished surfaces.

Qualifications

Experience: Sufficient experience in preparing mortars and in helping tile or terrazzo layers to demonstrate ability to perform work assigned.

Personal Traits: Good physical condition.

TILE SETTER

Skilled

Job Description

Under general supervision, to lay ceramic and composition tile, plain and in patterns, on floors or walls, and to perform related work.

Typical Tasks

1. Preparing tiles.
2. Preparing surface to receive tile.
3. Laying tile block in cement mortar according to pattern.
4. Grouting joints.
5. Cleaning tile surfaces and removing cement stain when tile has set properly.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

TILE SETTER'S HELPER

Intermediate

Job Description

Under immediate supervision, to assist a tile setter to do the simpler and more routine work of the trade and to perform related work.

Typical Tasks

1. Assisting with the erection of scaffolding.
2. Preparing mortar.
3. Cleaning surfaces in preparation for tile.
4. Assisting in fastening lath and grounds.
5. Soaking tile.
6. Supplying mechanic with tools and materials as required.

Qualifications

Sufficient experience helping a tile or terrazzo layer and in the mixing of mortars to demonstrate ability to perform work assigned.

TIMBERMAN

Intermediate

Job Description

Under supervision, to prepare dimensional logs or to construct or repair timber trestles, bridges, piers, docks, timber bulkheads, or related tasks on work not requiring skill or experience of a carpenter.

Typical Tasks

1. Using and keeping in good condition sharp-edged tools.

2. Selecting and falling trees.

3. Trimming, barking and squaring with adze, drawknife or other hard-edged tools.

4. Using heavy hand tools in performing work involved in construction and maintenance of trestles, bridges, piers, docks or bulkheads.

Qualifications

Sufficient experience in heavy construction work involving the use of hand tools, such as adze, drawknife, etc., to demonstrate ability to perform work assigned.

NOTE: See SHORER and CARPENTER'S HELPER.

TIMEKEEPER

Skilled

Job Description

Under general supervision to keep time and to do clerical work of average difficulty and to perform related work.

Typical Tasks

1. Recording attendance of employees at required intervals making such checks as may be necessary in connection therewith.

2. Preparing time sheets from attendance records.

3. Preparing required reports.

4. Representing Division of Finance in accordance with instructions from superiors.

5. When required by the project superintendent doing clerical work in connection with property records including the requisitioning, recording of acquisition and disposal, rendering reports and recording projects' costs and progress.

6. Maintaining time records relating to the use of equipment.

Qualifications

Education: Training equivalent to high school graduation or two years of business school.

Experience: At least two years of successful experience in clerical work demonstrating ability to perform assigned work, or successful completion of WPA training course for timekeepers.

NOTE: The use of this classification shall be restricted to following circumstances:

1. Keeping time for several project units.
2. Keeping time and doing other clerical work on a single project unit.

See Also: JUNIOR TIMEKEEPER, Intermediate. SENIOR TIMEKEEPER, Professional and Technical.

(This person is administratively responsible to the project supervisor and technically responsible to the Division of Finance).

(Revised May 20, 1940)

TOOL REPAIRMAN

Intermediate

Job Description

Under supervision, to recondition or sharpen tools, and to perform related work.

Typical Tasks

1. Replacing handles in wood-handled tools.
2. Grinding off burrs from chisels and calking tools.
3. Sharpening any sharp-edged hand tool.
4. Using emery wheel or grindstone, hand or power, in reconditioning or sharpening tools.

Qualifications

Sufficient experience in the use and care of hand tools or around blacksmith and machine shops to demonstrate ability to perform work assigned.

TOWER BUILDER Triangulation

Skilled

Job Description

Under direction, to perform structural work necessary in the building of triangulation observation towers for use in geodetic surveys, and to perform related work.

Typical Tasks

1. Constructing bases for observing towers.
2. Constructing and dismantling wooden and steel towers.
3. Working on superstructures up to 125 feet above ground.
4. Setting up and rigging hoisting equipment.
5. Unloading and preparing steel and lumber for hoisting.
6. Shifting, fitting, and setting light structural steel.

Qualifications

Experience: Completion of apprenticeship or equivalent work experience desirable but not essential. Worker shall be able to furnish verifiable evidence of having performed satisfactory work of this character.

Knowledge: General knowledge of triangulation surveys.

Ability: Ability to work at tower heights.

TRACER

Intermediate

Job Description

Under immediate supervision, to use draftsman's tools in the tracing and copying of drawings or maps, and to perform related work.

Typical Tasks

1. Making tracings of architectural, engineering or mechanical drawings or sketches by pencil or pen and ink.

2. Making minor and simple layouts from rough sketches.

3. Making simple drawings and diagrams.

4. Doing straight lettering.

Qualifications

Education: Training equivalent to high school graduation.

Experience: Sufficient experience in an engineer's or architects' office or as a draftsman to demonstrate ability to handle work assigned.

Knowledge: Knowledge of use of drawing instruments, of conventional drafting symbols and of terminology used by draftsmen.

NOTE: See DRAFTSMAN

TRACTOR OPERATOR (Under 45 H. P.)

Intermediate

Job Description

Under supervision, to operate and maintain a gasoline, kerosene or diesel powered tractor under 45 h.p., and to perform related work.

Typical Tasks

1. Operating machine in connection with any construction or excavation work.

2. In addition to operating tractor, manipulating controls or any device attached.

3. Cleaning and greasing and otherwise maintaining the machine.

Qualifications

Experience: Sufficient experience in the operation of a tractor and in the use of trailer attachments to demonstrate ability to perform work assigned.

Knowledge: Familiarity with manufacturer's instructions and with the limitations of the machine. Working knowledge of one or more types of tractor and trailer attachments. Knowledge of traffic regulations and regulations governing use of tractors on highways.

TRACTOR OPERATOR (45 h.p. and over)

Skilled

Job Description

Under supervision, to operate and maintain a gasoline, kerosene or diesel powered tractor 45 h.p. and over, and to perform related work.

Typical Tasks

1. Operating machine in connection with any construction or excavation work.

2. In addition to operating tractor, manipulating controls or any device attached.

3. Cleaning and greasing and otherwise maintaining the machine.

Qualifications

Experience: Sufficient experience in the operation of a tractor and in the use of trailer attachments to demonstrate ability to perform work assigned.

Knowledge: Familiarity with manufacturer's instructions and with the limitations of the machine. Working knowledge of one or more types of tractor and trailer attachments. Knowledge of traffic regulations and regulations governing use of tractors on highways.

TRAINEE

Unskilled "B"

Job Description

Under immediate supervision, to undergo training in general household work.

Typical Tasks

1. Receiving instruction in the performances of general household work, employer-employee relationships, and personal hygiene.

2. Performing types of work required of household workers in private employment, such as preparing and serving meals, general care of the house, special cleaning, laundering, and care of children.

Qualifications

Good physical condition

An interest in, and aptitude for, household work and a desire to obtain training for the field of household employment. Persons engaging in this sort of work should, as a rule, be between the ages of 18 and 45.

NOTE: These workers shall receive fifty percent of the unskilled B wage.

TRANSLATOR

Prof. & Tech.

Job Description

Upon assignment, to translate written or printed matter from one language into another, and to perform related work.

Typical Tasks

1. Translating written or printed matter from one language into another, using either a free or verbatim translation as required.

2. Abstracting data from documents written in one language and writing a short summary of it in another.

Qualifications

Education: Training equivalent to graduation from high school; preferably some formal educational training in foreign languages.

Knowledge: Knowledge of the structure and grammar of the languages involved.

Ability: Ability to read one or more languages other than English and to translate correctly and interpret from one language to another the idiomatic phrases and colloquial expressions of the languages involved.

TRAPPER

Intermediate

Job Description

Under general supervision, to devise plans for the eradication of predatory animals in particular localities to put such plans into effect by setting traps, lures, and baits, and to perform related work.

Typical Tasks

1. Estimating approximate number and kind of predatory animals in a particular locality from signs and tracks.

2. Choosing proper location, traps, lure, and baits, according to knowledge of habits of game being trapped and camouflaging traps as may be required.

3. Preparing reports as to activities

Qualifications

Experience: Sufficient experience in trapping predatory animals to demonstrate ability to perform work assigned.

Knowledge: Knowledge of tracks and sign by which predatory animals may be identified and of habits of such animals.

Ability: Ability to set traps and lures. Ability to accept the responsibility of working without close supervision.

Physical Condition: Good physical condition necessary in order to withstand such hardships as may be encountered in handling trap lines.

Note: The person assigned at this title may be required to maintain traplines extending over a wide area, to live alone and isolated for a period of time. A person working under close supervision and performing less responsible tasks in this field should be assigned as Forester's Aide.

(Added December 16, 1940)

TREE SURGEON

Skilled

Job Description

Under general supervision, to repair damages to trees, to treat them for decay or diseased conditions, and to perform related work.

Typical Tasks

1. Examining trees to determine the necessary treatment.
2. Locating infected trees, recognizing the various kinds of infestations.
3. Giving advice on problems related to care of trees.
4. Pruning and treating the trunk at the point of severance.
5. Applying plant food through holes made in the ground with iron bars.
6. Cutting away diseased parts of limbs or trunks and filling voids with various compounds.
7. Fastening iron bands about crotches to eliminate the danger of splitting.
8. Supervising a group of manual workers in the field.

Qualifications

Education: Completion of a tree surgery course or the equivalent in closely directed work.

Experience: Not less than one years experience as a tree surgeon in responsible work which would demonstrate ability to perform work assigned.

TREE TRIMMER

Intermediate

Job Description

Under supervision to trim, prune or tap trees, and to perform related work.

Typical Tasks

1. Rigging swinging scaffolds.
2. Climbing trees by means of ladders, scaffolds or hooks and belts.
3. Handling necessary tools in trees.
4. Trimming, pruning or tapping trees.

Qualifications

Sufficient experience in trimming or pruning trees to demonstrate ability to perform work assigned.

Knowledge: Working knowledge of standard practices, processes and tools of the trade; of the methods used in climbing trees; of rigging scaffolds and tying knots and using ropes at heights.

Ability: Ability to work at high levels under hazardous conditions.

Physical Traits: Good physical condition, agility.

Note: This title to be used only when the job requires tree-climbing.

(Added December 16, 1940)

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PRODUCTION
& SERVICE
DIVISION

TRUCK DRIVER (3½ Tons and Over)

Skilled

Job Description

Under supervision, to operate a truck with a capacity of 3½ tons or over, and to perform related work.

Typical Tasks

1. Operating a truck in connection with excavation or construction work.

2. Operating a truck in the transportation of commodities or equipment.

3. Maintaining and caring for equipment.

4. Assisting with loading and unloading.

Qualifications

Experience: Sufficient experience in the operation of large size trucks to demonstrate ability to perform work assigned.

Knowledge: Knowledge of traffic regulations. State motor vehicle license, where required.

NOTE: See DRIVER, intermediate, for work requiring the operation of a truck with a capacity of less than 3½ tons.

UPHOLSTERER

Skilled

Job Description

Under general supervision, to apply fabrics, linings, padding, springs, and similar items or materials to furniture or passenger vehicles and to perform related work.

Typical Tasks

1. Making, fitting and attaching seat cushions, backs, headrests, mattresses, pillows, curtains and other interior furnishings, to vehicles or equipment.

2. Upholstering furniture with or without springs, using textiles or leather.

3. Making a variety of accessories of leather or heavy textile materials and making small sails or canvass shields of heavy or light materials, prescribed size or dimensions.

4. Operating cutting and sewing machines.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

USHER

Unskilled "B"

Job Description

Under immediate supervision, to act as an usher at public performances, and to do related work.

Typical Tasks

1. Showing people to their seats.
2. Distributing programs and other printed matter.
3. Directing people to the exits and being available in case of emergencies at fire exits.
4. Folding up seats following performance.

Qualifications

Courtesy, tact and alertness.

VOCATIONAL TRAINEES

Unskilled "A"

DESCRIPTION

Under immediate supervision, to undergo training for occupations essential to the war effort.

TYPICAL TASKS

1. Receiving instructions in performing assigned duties of occupations for which training is given.

2. Performing assigned duties in accordance with instructions.

3. Practicing assigned duties to acquire skill necessary to perform occupations essential to the war effort.

QUALIFICATIONS

Interest in and aptitude for type of work to be performed and some indication of possible ability to perform such work, such as previous experience in the same or related field, hobby, training, or education.

(Added April 24, 1942)

WATCHMAN

Unskilled "A"

Job Description

Under supervision to watch and guard property, and to perform related tasks.

Typical Tasks

1. Protecting public property from storm, fire or theft.
2. Filling and keeping lighted lanterns or flares.
3. Noticing and advising superiors of hazards.
4. Patrolling grounds or areas at regular intervals noting irregularities.
5. Closing windows in case of storm.
6. Seeing that unauthorized persons do not trespass.

Qualifications

Reliability and alertness.

WATER CARRIER

Unskilled "B"

Job Description

Under supervision, to serve drinking water and carry it to project workers, and to perform related duties.

Typical Tasks

1. Preparing drinking water by cooling and adding thirst-quenching substance.
2. Carrying water to men.
3. Running errands.

WATERPROOFER

Skilled

Job Description

Under general supervision, to apply waterproofing material to serve as a protective coating, and to perform related work.

Typical Tasks

1. Assisting in erecting and removing scaffolding.
2. Preparing the surface for waterproofing.
3. Applying the waterproofing material.
4. Forcing waterproofing material between masonry joints with a hand gun.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

WELDER (Acetylene)

Skilled

Job Description

Under general supervision, to join or repair metal sheet, pipe parts or equipment by fusing the metal with oxyacetylene welding equipment, and to perform related work.

Typical Tasks

1. Setting up and preparing welding equipment.

2. Joining or welding metal pieces.

3. Smoothing and finishing the joint.

4. Caring for and maintaining welding equipment.

Qualifications

Completion of apprenticeship or equivalent work experience at the trade. If necessary worker shall be able to produce evidence of having performed satisfactory work at the trade.

WELDER (Electric)

Skilled

Job Description

Under general supervision, to join or repair metal sheet, pipe parts, or equipment by fusing the metal with electric welding equipment, and to perform related work.

Typical Tasks

1. Setting up and preparing welding equipment.
2. Joining or welding metal pieces.
3. Smoothing and finishing the joint.
4. Caring for and maintaining welding equipment.

Qualifications

Completion of apprenticeship or equivalent work experience. If necessary, worker shall be able to furnish verifiable evidence of having performed satisfactory work at the trade.

WELL DRILLER

Skilled

Job Description

Under general supervision, to operate a well drilling machine, and to perform related work.

Typical Tasks

1. Moving drilling machine to work site under its own power.

2. Placing and leveling machine, erecting and guying mast in a vertical position.

3. Operating levers to start and stop reciprocating action of the machine, to drill, to drive casing and bail loose material from the hole.

4. Connecting drill, drive plates, or bailer to the cable as needed.

5. Lowering perforated tubing to bottom of hole to admit subsoil water into well casing; raising casing to top of screening by using heavy jacks, and by jarring the casing with the reciprocating cable.

6. Using fishing tools to recover drilling equipment lost in hole.

7. Maintaining and repairing equipment and dressing tools.

Qualifications

Sufficient experience in the operation of a well drilling machine to demonstrate ability to perform work assigned.

WOODCUTTER

Unskilled "A"

Job Description

Under supervision, to clear ground of brush and trees with woodman's sharp-edged tools, and to perform related work.

Typical Tasks

1. Using an axe and crosscut saw in the falling and logging of trees.
2. Using shovel and axe for removal of stumps.
3. Using brush hook and scythe in the removal of brush.
4. Piling and burning brush.
5. Splitting logs to a size convenient for handling.
6. Stacking wood in orderly piles.
7. Assisting a sawyer in operating a sawmill.

Qualifications

Knowledge and ability to use and care for an axe, crosscut saw, buck saw, brush hook, sickle and scythe.

WRECKER

Intermediate

Job Description

Under immediate supervision, to demolish structures of various materials and salvage parts thereof, and to perform related work.

Typical Tasks

1. Assisting in any sort of demolition.
2. Working from scaffolds and insecure footings.
3. Using heavy hand tools, jacks and tackle.
4. Salvaging brick, lumber and metal work.

Qualifications

Experience: Sufficient heavy construction experience to demonstrate ability to perform work assigned.

Knowledge: Knowledge of hazards involved in demolition work.

Personal Traits: Good physical condition.

WRITER

Prof. & Tech.

Job Description

Upon assignment, to write essays, articles, etc., and to rewrite material submitted by other workers, and to perform related work.

Typical Tasks

1. Writing essays or articles.

2. Assembling a collection of rough-written notes prepared by other workers and rewriting it in the form of an essay or article.

3. Rewriting material prepared by reporters in order to improve the readibility and to meet space requirements.

4. Rewriting descriptions of areas prepared by other workers and, if necessary, visiting libraries and the area concerned for first-hand information.

Qualifications

Education: Training equivalent to college graduation is desirable.

Experience: Sufficient experience as a newspaper rewrite man, editor for a magazine or publishing house or in similar work to demonstrate ability to perform work assigned. At least two years experience in such work is required.

Examples of other kinds of experience that might be considered are: preparing copy for advertising campaign, preparing instructive bulletins for organizations, or free-lance writing, with not less than four stories or articles published by national newspaper, syndicate or magazine of national circulation.

If necessary, ability to perform this work may be tested by rewriting a rough manuscript selected by the Supervisor of the Writers' Project.

NOTE: See REPORTER in the skilled classification

(November 10, 1939)

AL326

STATE SUPERVISOR

DESCRIPTION

To assume, under general administrative control, charge of a State-wide program, performing such functions as organizing, planning, and directing all or part of the phases of the work, managing and coordinating all the units operating throughout the State, coordinating the work with that of related projects or of related agencies, and maintaining relations with the general public and participating groups in the case of projects, the operation of which involves such contacts.

MINIMUM QUALIFICATIONS

Degree from a recognized college or university in the same or related field of the project, or four years of special training, and four years of experience, two years of which must have been in a supervisory capacity. One year of the additional experience in the same or related field of the project may be substituted for one year of college training, but the substitution may not exceed two years of additional experience for two years of college.

On projects involving home economics, a degree in this science is required.

Executive and organizing ability.

The use of this title shall be confined to the Service Division.

(Revised April 24, 1942)

STATE TRAINING AND REEMPLOYMENT SUPERVISOR

DESCRIPTION

To assume, under general administrative control, charge of the State-wide Defense Training Project, involving organization, planning and directing all or part of the phases of the work; managing and coordinating all the units operating throughout the State; coordinating the work with that of related WPA projects or of related agencies; and to maintain appropriate relations with the participating groups in cases where the operation of the project involves such contacts.

MIMIMUM QUALIFICATIONS

Degree from a recognized college or university in the same or related field of the project, or four years of special training and four years of experience, two years of which must have been in a supervisory capacity; or sufficient experience in the same or related field of work with demonstrated ability to plan, organize, and supervise work of the nature to be assigned.

(Added April 24, 1942)

TRAINING INSTRUCTOR

Description

Under general administrative direction of the State Director of Training and Reemployment or his designated representative and with considerable latitude for independent judgment, action, or decision, to assume supervision of one or more units of the Nation-wide Project for Training Airport Servicemen; to organize and direct the units; to instruct trainees in prescribed training courses; and to perform related work.

Typical Tasks

1. To organize the operation of training classes as to classroom space, classroom instruction, and in-service training.

2. To assist in the requisitioning and selection of trainees.

3. To conduct classes and give instruction to trainees in accordance with the provisions of the Airport Servicemen Training Manual, and/or modifications thereto made by Central Office Representatives.

4. To hold periodic examinations of trainees and to issue certificates (WEND Form 114).

5. To assist trainees in filing applications for employment and in meeting other employer requirements.

6. To cooperate with other members of the Division of Training and Reemployment in locating placement opportunities for trainees.

7. To submit reports as required.

Minimum Qualifications

Graduation from a four-year high school course or equivalent and at least two years of work experience on an airport.

Executive and organizing ability.

Experience in training and teaching techniques (Either previous experience or experience gained at a Teacher Training Institute after assignment to the project).

Special Conditions

Possession of an Airplane and Engine Mechanic's license is desirable but not mandatory.

The use of this title is confined to the Nation-wide Airport Servicemen Training Project.

(Added April 24, 1942)

A1608

SCHEDULE OF TITLES AND SALARIES FOR PROJECT SUPERVISORY EMPLOYEES

TITLE	GRADE	FOUR-WEEK FISCAL SALARY	CALENDAR MONTH SALARY
STATE SUPERVISOR	1	$161.56	$175
	2	180.04	195
	3	198.52	215
	4	217.00	235
	5	235.48	255
	6	253.96	275
	7	272.44	295
ASSISTANT STATE SUPERVISOR	1	$143.08	$155
	2	161.56	175
	3	180.04	195
	4	198.52	215
	5	217.00	235
	6	235.48	255
	7	253.96	275
DISTRICT or AREA SUPERVISOR	1	$124.60	$135
	2	143.08	155
	3	161.56	175
	4	180.04	195
	5	198.52	215
	6	217.00	235
	7	235.48	255
ASSISTANT DISTRICT or ASSISTANT AREA SUPERVISOR	1	$106.12	$115
	2	124.60	135
	3	143.08	155
	4	161.56	175
	5	180.04	195
	6	198.52	215
	7	217.00	235

TITLE	GRADE	FOUR-WEEK FISCAL SALARY	CALENDAR MONTH SALARY
UNIT SUPERVISOR	1	$ 87.64	$ 95
	2	106.12	115
	3	124.60	135
	4	143.08	155
	5	161.56	175
	6	180.04	195
	7	198.52	215
ASSISTANT UNIT SUPERVISOR	1	$ 78.40	$ 85
	2	96.88	105
	3	115.36	125
	4	133.84	145
	5	152.32	165
	6	170.80	185
	7	189.28	205

A4608

E-9, Appendix B
Section 5
Assistant State Supervisor

ASSISTANT STATE SUPERVISOR

DESCRIPTION

Under general supervision of the State Supervisor and with considerable latitude for independent judgment and initiative, to assume technical and/or administrative supervision of one or more phases of a program or programs on a State-wide basis or in a specified geographic area within the State; to plan, organize, and direct the operations thereof; to devise, inaugurate, and maintain uniform technical standards; to make reports concerning project activities, and to perform related work as required. Where necessary, may share with the State Supervisor responsibility for organizing, planning, and directing the technical and/or administrative work connected with all phases of operations of a State-wide program or assume the full duties of the State Supervisor in his absence.

MINIMUM QUALIFICATIONS

A degree from a recognized college or university in the same or related field of the project, or completion of three years of college or special training in the same or related field and three years of experience in the same or related field, one of which must have been in a supervisory capacity, or graduation from a four-year high school course or its equivalent and six years' experience in the same or related field, two years of which must have been in a supervisory capacity. One year of college or special training may be substituted for one year of experience but substitution may not exceed two years of college or special training for two years of experience.

For the technical supervision of projects involving home economics a degree in this field is required. For the technical supervision of food production, a degree in agriculture is required. For technical supervision of food preservation activities, experience in commercial food processing is desirable.

For the technical supervision of activities in the Child Protection Program, a degree in Child Development or related field is desirable.

(Revised July 1, 1942)

A4608

E-9, Appendix B
Section 5
District Supervisor
or
Area Supervisor

DISTRICT SUPERVISOR
or
AREA SUPERVISOR

DESCRIPTION

Under the administrative direction of the District Director of the Service Division or under the general and technical supervision of the State Supervisor or Assistant State Supervisor and with considerable latitude for independent judgment and initiative, to assume on a district or area level charge of organizing, planning, and directing all or part of the phases of the work; managing and coordinating all of the units of operation; coordinating the work with that of related projects or of related agencies, preparing necessary reports, inspecting materials, operations, and processes for acceptable standards, policies, etc.; maintaining relations with the general public and participating groups in the case of projects, the operation of which involves such contacts.

MINIMUM QUALIFICATIONS

A degree from a recognized college or university in the same or related field of the project, or completion of three years of college or special training in the same or related field and three years of experience in the same or related field, one of which must have been in a supervisory capacity, or graduation from a four-year high school course or its equivalent and six years of experience in the same or related field, two years of which must have been in a supervisory capacity. One year of college or special training may be substituted for one year of experience, but substitution may not exceed two years of college or special training for two years of experience.

For the technical supervision of the projects involving home economics, a degree in this field is required. For the technical supervision of food production, a degree in agriculture is required. For technical supervision of food preservation activities, experience in commercial food processing is desirable.

For the technical supervision of activities in the Child Protection Program, a degree in Child Development or related field is desirable.

NOTE: Either District Supervisor or Area Supervisor may be used but not both titles.

(Revised July 1, 1962)

A4608

E-9, Appendix B
Section 5
Assistant District Supervisor
or
Assistant Area Supervisor

ASSISTANT DISTRICT SUPERVISOR
or
ASSISTANT AREA SUPERVISOR

DESCRIPTION

Under the supervision of the District Supervisor or Area Supervisor with limited latitude for independent judgment and initiative, to assist in the district, area, or other geographical location in organizing, planning, and directing all or part of the phases of work, devising, inaugurating, and maintaining uniform technical standards; managing and coordinating all the units of operation, coordinating the work with that of related projects and of related agencies; preparing necessary reports, inspecting materials, operations, and processes for acceptable standards, practices, policies, etc., and to perform related work.

MINIMUM QUALIFICATIONS

A degree from a recognized college or university in the same or related field of the project, or completion of two years of college or special training in the same or related field and two years of experience in the same or related field or graduation from a four year high school course or its equivalent and four years' experience in the same or related field, one year of which must have been in a supervisory capacity.

NOTE: Either Assistant District Supervisor or Assistant Area Supervisor may be used but not both titles.

(Revised July 1, 1942)

E-9, Appendix B
Section 5
Unit Supervisor

UNIT SUPERVISOR

DESCRIPTION

Under the supervision of the State Supervisor, Assistant State Supervisor, or District or Area Supervisor, or Assistant District or Assistant Area Supervisor of the Service Division and with some latitude for independent judgment and initiative, to exercise supervision over one or more activities of a program at a particular location or locations; develop working details for carrying out designated plans; to inspect operations, materials, and processes to insure compliance with established standards, regulations, and policies; to prepare the necessary progress and other reports, and to perform related work.

MINIMUM QUALIFICATIONS

Graduation from a four year high school course or its equivalent and three years of experience in the same or related field of work or sufficient experience in the same or related field of work with demonstrated ability to perform assigned work.

(Revised July 1, 1942)

E-9, Appendix B
Section 5
Assistant Unit Supervisor

ASSISTANT UNIT SUPERVISOR

DESCRIPTION

Under supervision of a District Supervisor, or Area Supervisor, or Assistant District Supervisor, or Assistant Area Supervisor, or Unit Supervisor of the Service Division, to exercise supervision over one or more operations of an activity involving specialized work; to inspect operations, materials, and processes to insure compliance with designated standards, regulations, and policies; to prepare necessary reports, and to perform related work as assigned.

MINIMUM QUALIFICATIONS

Three years of high school or equivalent and three years of experience in the same or related field of work or sufficient experience in the same or related field with demonstrated ability to perform assigned work.

(Added July 1, 1942)